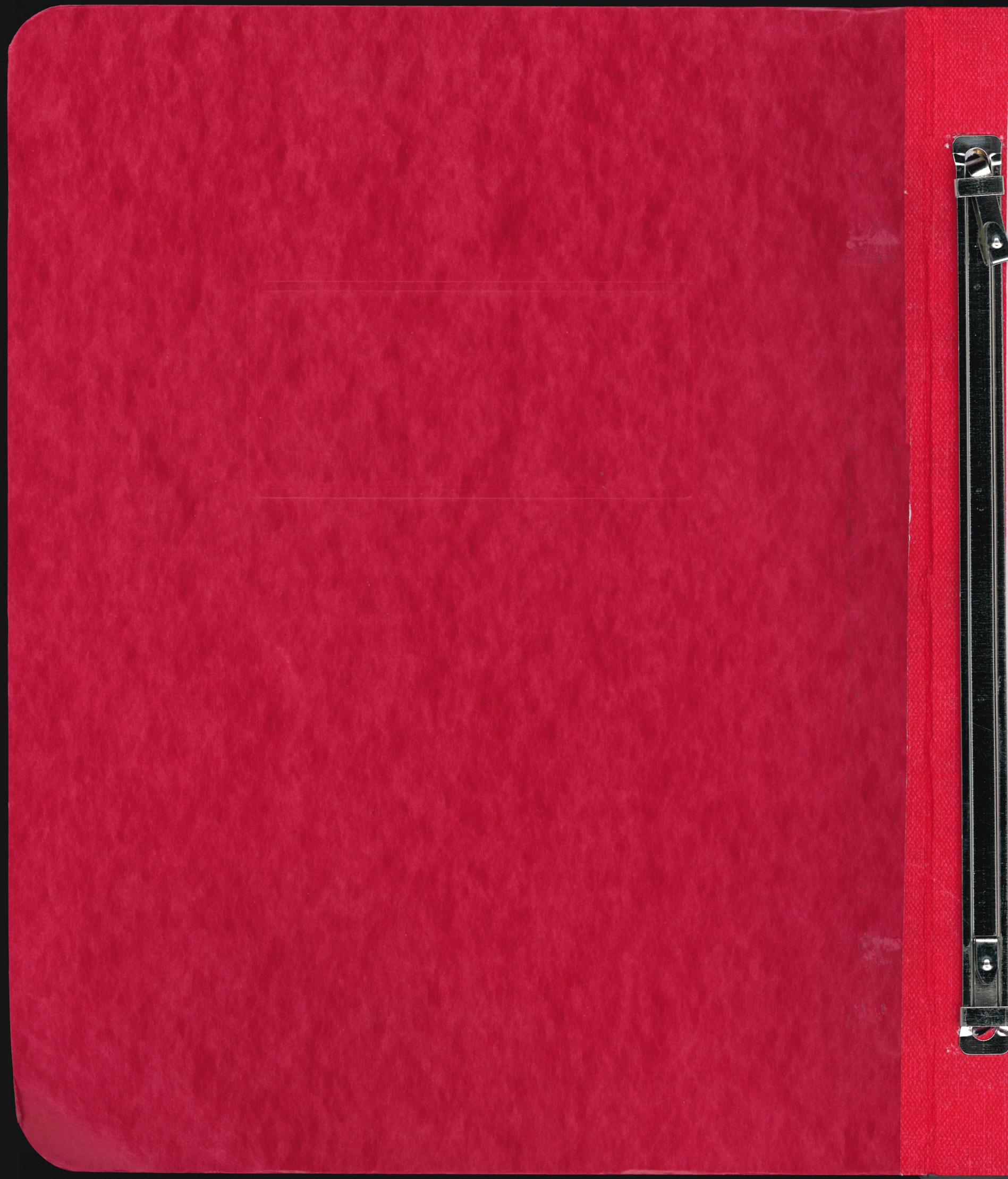


BOARD MEETING MINUTES - 2010



Board Meeting Dates **2010**

**Meetings are held at 6:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 11

Monday, February 8
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 8

Monday, April 12
Technical Services & Systems Administrator Annual Reports

Monday, May 10

Monday, June 14
Webmaster Annual Report

Monday, July 12

Monday, August 9

Monday, September 13 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 11

Monday, November 8 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, December 13

Wednesday, December 29 (Special Year End Meeting-time to be announced)

Library Board Committees 2010

Budget Committee: Tim Schultz, chair; Mari Anne Sayler; Jody Melton

Meets in July or early August to review next year's budget proposal prepared by library staff. Adjustments are made and committee presents final recommendation to the full board at the August meeting.

Director's Evaluation Committee: Jody Melton, chair; Mari Anne Sayler; Natalie Waling

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Natalie Waling, chair; Deana George; Janet Umlauf

Sometimes meets in January to make changes to the Policy Review Schedule, to decide if new policies should be instituted during the year and schedule these, and to determine how to proceed during the remainder of the year. (This was deemed unnecessary in 2005.)

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Sue Deardorff, chair; Tim Schultz; Deana George

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

2010 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$56,722
1.12	Salary of Assistants	\$975,100
1.13	Wages of Janitor	\$66,202
1.2	Employee benefits	
1.21	Employer: FICA	\$83,999
1.22	Unemployment Comp	\$6,723
1.23	Employer: PERF	\$69,506
1.24	Employer: Group Insur.	\$94,250
1.31.	Other Personal Services	\$0
	Total Personal Services	\$1,352,502

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$270
2.12	Stationery/printing	\$300
2.13	Other office supplies	\$11,000
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$6,000
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$5,000
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,000
2.32	Painting supplies	\$200
2.33	Repair parts	\$550
2.4	Other supplies	
2.41	Library supplies	\$13,000
2.42	Marketing	\$100
	Total Supplies	\$37,420

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$5,000
3.14	Other profess. services	\$6,417
3.2	Communication/Transportation	
3.21	Telephone	\$4,200
3.22	Postage	\$5,000
3.23	Traveling expenses	\$21,000
3.24	Professional mtgs	\$8,000

3.25	Freight/Express	\$1,800
3.26	Network expenses	\$7,800
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$1,100
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$900
3.4	Insurance	
3.41	Official bonds	\$150
3.42	Other insurance	\$26,000
3.5	Utility services	
3.51	Gas	\$50,000
3.52	Electricity	\$70,000
3.53	Water	\$2,000
3.54	Waste disposal service	\$4,750
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$52,057
3.62	Equipment	\$900
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$250
3.91	Dues	\$2,400
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$325
3.94	Transfer to LIRF	\$30,000
3.95	Book reimbursement	\$100
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$82,845

Total Other Services/Charges	\$383,114
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4 CAPITAL OUTLAYS

4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$12,750
4.5	Other capital outlays	
4.51	Books	\$142,210
4.52	Periodicals,newspapers	\$21,132
4.53	Nonprint materials	\$78,100

Total Capital Outlays	\$254,192
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FUND TOTAL	\$2,027,228
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Holiday Schedule 2010

The Libraries will be closed on the following days:

New Year's Day: Friday, January 1
Memorial Day: Monday, May 31
Independence Day: Monday, July 5*
Labor Day: Monday, September 6
Thanksgiving: Thursday, November 25
Christmas Eve: Friday, December 24
Christmas Day: Saturday, December 25*
New Year's Eve: Friday, December 31

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

*The 4th of July falls on a Sunday. As per the Holiday Policy, we will be closed the following Monday.

*Christmas Day falls on a Saturday so, as per the Holiday Policy, the Library will be closed on Saturday. Persons, eligible for holiday pay, not scheduled to work on Saturday will be given equivalent time off with pay on another day in December. This day is to be requested using a vacation/holiday request form. Supervisor approval is required.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2010.

LIBRARY POLICY REVIEW SCHEDULE 2010

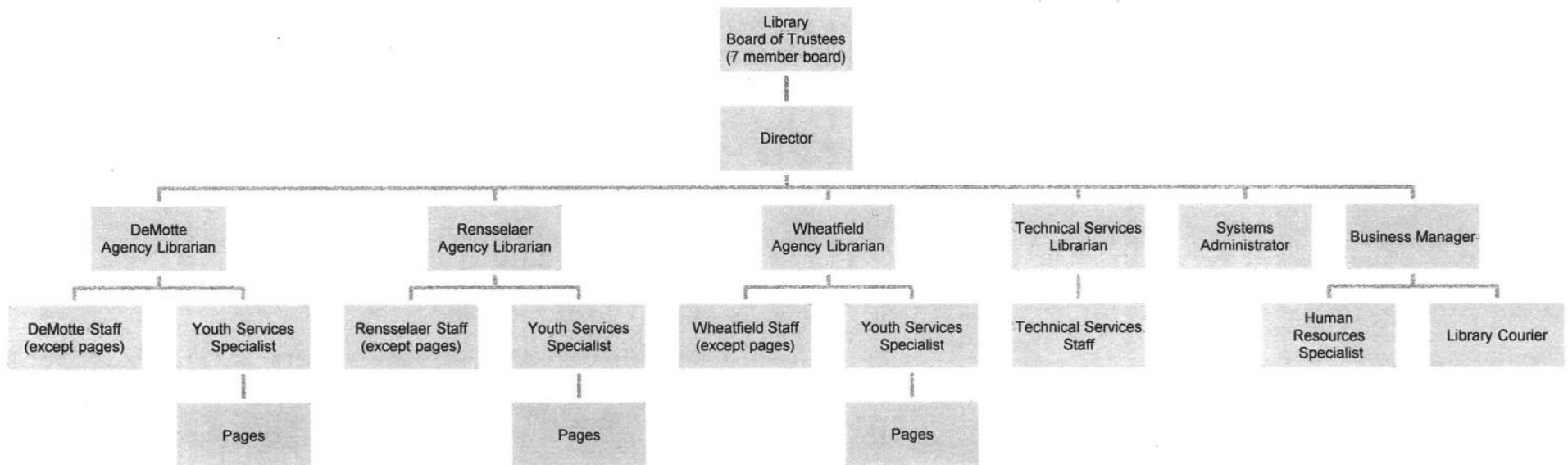
<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Fixed Asset Policy	181
	Circulating Software Policy	165
February:	Holiday Policy	127
	Library Behavior Policy	141
March:	Public Purchase Policy	175
	Board Code of Ethics	147
	Staff Complaint Policy	146
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
July:	Reciprocal Borrowing Policy	159
	Fax Machine Policy	125
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
September:	Bylaws	81-86
	Mobile Computer Lab	185
October:	Reference Policy	135
	Computer/Typewriter Use Policy	123
November:	Meeting Room Policy	101-103
	Circulation Policy	161
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE 2011

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD Projector Policy	179
February:	Staff Code of Ethics	149
	Gift Policy	183
March:	Staff Complaint Policy	146
	FMLA/Military Leave Policy	171
	Microfilm Reader/Printer Policy	155
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	VHS/DVD Policy	107
	Internet Acceptable Use Policy	151
July:	Public Relations/Information Policy	97
	Public Records Policy	99-100
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board/Staff Privileges	143-145
	Group Visit Policy	169
	Mission/Role/Values	87
October:	Public Forum Policy	137
	Library Credit Card Policy	180
	Harassment/Discrimination Policy	139
November:	Materials Selection Policy	93-96
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

JCPL Organizational Chart

rev. 12/09



2010 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Jody Melton [REDACTED]	[REDACTED] [REDACTED]	August 2, 2011	Pres. KV & West Central School Boards
Vice-President: Timothy Schultz [REDACTED]	[REDACTED] [REDACTED]	June 30, 2012	County Council
Secretary: Sue Deardorff [REDACTED]	[REDACTED] [REDACTED]	December 31, 2010	Co. Commissioners
Treasurer: Mari Anne Sayler [REDACTED]	[REDACTED] [REDACTED]	May 9, 2010	Rensselaer Central School Board
Asst. Treasurer: Natalie Waling [REDACTED]	[REDACTED] [REDACTED]	December 31, 2013	County Council
Deana George [REDACTED]	[REDACTED] [REDACTED]	May 9, 2013	Rensselaer Central School Board
Janet Umlauf [REDACTED]	[REDACTED] [REDACTED]	December 31, 2011	County Commissioners

JAN.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 11, 2010, 6pm
Rensselaer Public Library**

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Accounting Practices for 2010 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 11)	Action
Designate Newspapers for Publishing Notices (R 15)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2010 (R 7)
Policy Review (R 10)
Workshop Request (R 16)

General Business

Board Member Oaths of Office- Natalie Waling & Janet Umlauf (R 16)	Action
Painting Donated to the DeMotte Library (R 16)	Action
Wheatfield Library Roof (R 16)	Information
Conflict of Interest (R 16)	Information
LSTA Technology Grant (R 16- R 17)	Information
Committee Assignments (R 17)	Information

Director's Report (R 15-R 19) Information

Items for Future Agendas

Public Forum

Adjournment

Minutes.....December 29, 2009
Meeting of the Jasper County Public Library Board 4:00 PM
Rensselaer Library

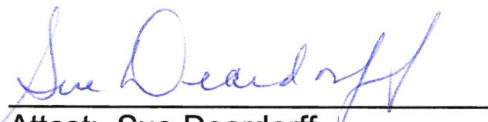
Present: Sue Deardorff, Natalie Waling, Jody Melton, Mari Anne Sayler, Patty Stringfellow

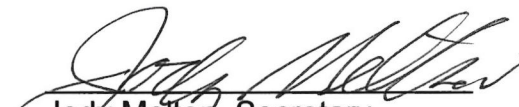
On a motion by J. Melton, seconded by N. Waling, the Board unanimously approved year-end bills.

On a motion by N. Waling, seconded by J. Melton, the Board unanimously approved transfers in the Operating, Capital Projects, and Rainy Day Funds.

On a motion by J. Melton, seconded by N. Waling, the Board unanimously approved a 2009 encumbrance in the Library Improvement Reserve Fund.

With no further business, the meeting adjourned at 4:30 PM on a motion by N. Waling.


Attest: Sue Deardorff


Jody Melton, Secretary

MINUTES

Jasper County Public Library Board of Trustees

7:00 PM

December 14, 2009

Rensselaer Library

Present: Susan Deardorff, Mari Anne Sayler, Jody Melton, Natalie Waling, Timothy Schultz Jr., Deana George, Patricia Stringfellow, Gail Jung, Kent Mahnesmith, Harry L. Mohler.

Absent: Joan Floyd

Agenda & Consent Agenda Approval: M. Sayler moved, J. Melton seconded, to approve the Consent Agenda and Agenda items, namely, the November Board Meeting minutes, monthly bills, and financial reports, updated Salary Ordinance, Payroll 2010 workshop request, new Photography, Videotaping, & Other Recording Devices Policy and revisions to Internet Use Policy, as presented. Motion was unanimously approved.

DeMotte Library Roof Project: H.L. Mohler reported the shingle installation has been completed for the most part. Minor items such as trimming up metal areas, shingles around skylight area, 2 of 4 boiler piping extensions, pressure relief valve work, and some clean up still need to be tended to. Warranty paperwork is still needed. Final Punch list is expected Friday, Dec. 18th. Final Pay Application should be submitted sometime in January. The substantial completion date is important to set the warranty period. He noted the library roof sustained recent 60 mph winds without losing a single shingle. Staff also has noticed the building is a lot warmer. This is attributed to the addition of roof decking and 6" more insulation. The attic area is holding a much higher degree of heat now. H. Mohler noted that there is a 2" gap around the perimeter where cold air can enter the old attic area. This is not accessible from above and will need to take out a little soffit to do this work. This was not part of the roofing contract and can be sealed to improve greater heat efficiency at any time. Maris is willing to provide a quote if board wanted to go ahead with this project in the future.

Wheatfield Roof: Sean Frederick with Troyer Group summarized in his letter dated December 8, 2009 the issues, discussions, actions, and follow up work performed to evaluate the Wheatfield Roof problem through the end of November 2009, and included an itemized bill for \$8500 for services rendered. The only compensation agreed upon to this point was for costs associated with attending the September and November Board Meetings per library director, P. Stringfellow. The Troyer Group cited they had visited the site three times and spent numerous additional office time on the matter as well. The invoice includes a 30% discount on professional fees, and reimbursable expenses. Troyer Group to date has not yet been able to give us any definitive answers to the cause or resolution of the ventilation problem.

K. Mahnesmith, library attorney, asked to have all field reports and files regarding the roofing problems dating back to 2006 to review. The board was interested in having an independent expert engineer to evaluate, provide an opinion, and determine if this is a design issue, installation matter, equipment malfunction, etc. The board tabled a decision on the Troyer invoice until the next board meeting.

Donated Painting: A lovely painting by Dorothy Scipio was donated to the Rensselaer Library. On a motion by N. Waling, second by M. Sayler, the board accepted the painting. Motion passed.

LIRF Transfer: \$30,000 has been budgeted to transfer into LIRF for future improvements. J. Melton moved, second by D. George, to approve the transfer of \$30,000 from the Operating Fund to LIRF.

2010 Salary Increase: The Personal Services portion of the 2010 Operating Budget was prepared to accommodate up to a 2% increase. On a motion by T. Schultz the board approved a 2% salary increase for 2010. D. George seconded the motion. Motion was unanimous.

Election of 2010 Officers: D. George moved, second by N. Waling, to accept the Slate of Officers as presented at the November Board Meeting. Motion passed. J. Melton will be President, T. Schultz Vice-President, S. Deardorff – Secretary, M. Sayler – Treasurer, and N. Waling – Assistant Treasurer.

Year-end Board Meeting: Board will meet on Tuesday, December 29th, at 4:00 PM at the Rensselaer Library to conduct year-end business to approve transfers, bills to be allowed, and any encumbrances. N. Waling, M. Sayler, S. Deardorff, J. Melton will be in attendance with T. Schultz as an alternate to guarantee a quorum.

Director's Report: Andy Andree did the initial cleanup from the truck mishap at the DeMotte Library. He has scheduled the brickwork repairs and is waiting for warmer temperatures to proceed. Drywall and lighting fixtures have been replaced, and equipment ordered.

The 2010 Budget has been approved by DLGF, the earliest ever.

County Commissioners have not yet announced a replacement for balance of J. Floyd's term. Any suggestions for a person in the Wheatfield area would be welcome. The Commissioners meet again on Dec. 28th.

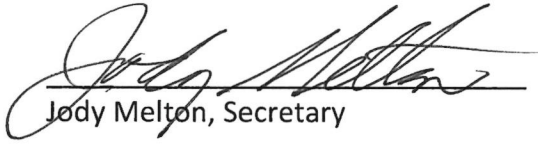
Dan Perkins, SWCD, submitted the Wheatfield landscape project to a Purdue University Landscape Horticulture Design Course. It was selected as a 'short list' item whereby it would be up for a student project. It is targeted for the spring 2010 session. More information and photos have been requested thus the project is moving forward.

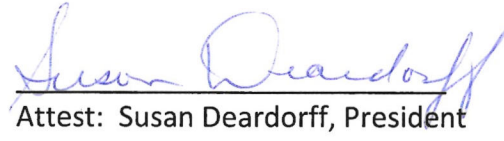
On Local Government Training opportunity will be held at the Extension Office on Wednesday, Dec 16th, at 1:00-3:00 PM. P. Stringfellow has more information if anyone wishes to attend.

Children Services Specialist, Angela Barton, is starting down the path toward her MLS degree.

Future Agenda: Roof Issues

Adjournment: With no further matters for discussion, J. Melton moved to adjourn at 7:55 PM.
N. Waling seconded the motion.


Jody Melton, Secretary


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE
December 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	0	0	0
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	19	1	3	23
Award Winning non-fiction (DAWNF)	2	0	0	2
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	68	5	3	76
Books on CD (DBKCD)	132	5	3	140
Books on Tape (DBKT)	7	4	0	11
Compact Disc (DCD)	451	16	4	471
Digital Audiobooks (DDA)	9	0	0	9
DVD (DDVD)	1659	20	8	1687
Equipment (DEQP)	138	1	4	143
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	82	0	0	82
Fiction (DFIC)	783	39	19	841
Fiction Fantasy (DFICF)	22	2	0	24
Fiction Mystery (DFICM)	114	5	2	121
Fiction New (DFICNEW)	521	29	18	568
Fiction Science Fiction (DFICSF)	11	2	0	13
Fiction Western (DFICW)	37	3	0	40
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	48	1	2	51
Hanging Bags (DHANG)	15	0	0	15
ILL (DILL)	57	0	1	58
Internet (DINTER)	1328	0	0	1328
Juv. Audio book (DJAUSB)	18	4	1	23
Juv. Biography (DJBIO)	22	0	1	23
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	48	0	0	48
Juvenile Easy (DJE)	498	18	3	519
Juv. Easy Non-fiction (DJENF)	19	1	0	20
Juv. Easy Reader (DJER)	316	6	1	323
Juv. Fiction (DJFIC)	415	7	11	433
Juv. Holiday books (DJHOL)	164	10	2	176
Juv. Magazine (DJMAG)	55	0	2	57
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	200	7	5	212
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	105	0	0	105
Large Print Fiction (DLPF)	143	2	1	146

Large Print Nonfic (DLPNF)	7	1	0	8
Magazine (DMAG)	798	0	10	808
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	22	1	0	23
Nonfiction 100 (DNF100)	27	6	0	33
Nonfiction 200 (DNF200)	30	2	1	33
Nonfiction 300 (DNF300)	109	1	4	114
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	28	1	0	29
Nonfiction 600 (DNF600)	189	15	4	208
Nonfiction 700 (DNF700)	87	7	2	96
Nonfiction 800 (DNF800)	17	2	0	19
Nonfiction 900 (DNF900)	101	6	1	108
Nonfiction DVD (DNFDVD)	51	1	0	52
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	168	10	2	180
Nonfiction VHS (DNFVHS)	23	0	0	23
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	32	0	0	32
Software (DSWAR)	81	0	0	81
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	268	3	0	271
YA Audio book (DYAUDB)	4	1	1	6
YA Biography (DYAB)	1	1	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	184	14	8	206
YA Nonfiction (DYANF)	10	0	0	10
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	9	0	0	9
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	50	0	53
Books on CD (RBKCD)	3	164	0	167
Books on Tape (RBKT)	0	26	0	26
Compact Disc (RCD)	17	423	10	450
Digital Audiobooks (RDA)	0	2	0	2
DVD (RDVD)	9	2280	14	2303
Equipment (REQP)	0	51	0	51
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	47	0	47
Fiction (RFIC)	27	849	22	898
Fiction New (RFICNEW)	11	391	7	409
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	70	8	78

Hanging Bag (RHANG)	0	10	0	10
ILL (RILL)	3	42	0	45
Internet (RINTER)	0	1959	0	1959
Juv. Audio book (RJAUDB)	0	10	0	10
Juv. Biography (RJBIO)	0	27	0	27
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	31	0	31
Juvenile Easy (RJE)	7	562	3	572
Juv. Easy Non-fiction (RJENF)	1	53	0	54
Juv. Easy Reader (RJER)	1	147	1	149
Juv. Fiction (RJFIC)	18	335	5	358
Juv. Magazine (RJMAG)	0	9	0	9
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	376	7	385
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	69	0	69
Large Print Fiction (RLPF)	9	185	3	197
Large Print Nonfic (RLPNF)	0	9	0	9
Magazine (RMAG)	7	337	3	347
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	18	0	18
Non-Fiction 100 (RNF100)	3	18	0	21
Non-Fiction 200 (RNF200)	3	33	1	37
Non-Fiction 300 (RNF300)	5	57	4	66
Non-Fiction 400 (RNF400)	1	4	1	6
Non-Fiction 500 (RNF500)	1	23	0	24
Non-Fiction 600 (RNF600)	8	155	7	170
Non-Fiction 700 (RNF700)	5	92	0	97
Non-Fiction 800 (RNF800)	1	20	0	21
Non-Fiction 900 (RNF900)	2	61	0	63
Nonfiction DVD (RNFDVD)	3	111	0	114
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	7	202	11	220
Nonfiction VHS (RNFVHS)	0	26	0	26
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	5	0	5
Software (RSWAR)	0	47	0	47
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	2	135	1	138
YA Audio book (RYAUDB)	0	6	2	8
YA Biography (RYAB)	2	4	0	6
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	123	16	147
YA Nonfiction (RYANF)	1	22	0	23
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	8	1	0	9
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	5	27	37
Books on CD (WBKCD)	3	5	145	153
Books on Tape (WBKT)	0	0	12	12
Compact Disc (WCD)	13	19	390	422
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	12	16	1558	1586
Equipment (WEQP)	0	0	42	42
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	36	36
Fiction (WFIC)	64	30	351	445
Fiction Fantasy (WFICF)	0	0	11	11
Fiction Mystery (WFICM)	6	4	50	60
Fiction New (WFICNEW)	22	25	349	396
Fiction Science Fiction (WFICSF)	0	2	14	16
Fiction Western (WFICW)	0	1	3	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	5	0	25	30
Hanging Bags (WHANG)	0	3	9	12
ILL (WILL)	0	1	24	25
Internet (WINTER)	0	0	739	739
Juv. Audio book (WJAUDB)	0	1	6	7
Juv. Biography (WJBIO)	2	0	7	9
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	29	29
Juvenile Easy (WJE)	10	25	463	498
Juv. Easy Non-fiction (WJENF)	0	0	29	29
Juv. Easy Reader (WJER)	0	6	187	193
Juv. Fiction (WJFIC)	21	13	245	279
Juv. Magazine (WJMAG)	11	0	41	52
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	34	12	192	238
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	4	88	93
Large Print Fiction (WLPF)	15	7	90	112
Large Print Nonfic (WLPNF)	1	0	8	9
Magazine (WMAG)	1	1	383	385
Non-Fiction 000 (WNF000)	0	0	6	6
Non-Fiction 100 (WNF100)	0	2	15	17
Non-Fiction 200 (WNF200)	1	0	7	8
Non-Fiction 300 (WNF300)	4	3	58	65
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	1	0	12	13
Non-Fiction 600 (WNF600)	5	5	90	100
Non-Fiction 700 (WNF700)	1	2	44	47
Non-Fiction 800 (WNF800)	0	0	8	8
Non-Fiction 900 (WNF900)	3	0	26	29
Nonfiction DVD (WNFDVD)	1	0	67	68
Nonfiction (WNFIC)	0	0	0	0

Nonfiction New (WNFNEW)	13	2	74	89
Nonfiction VHS (WNFVHS)	0	0	7	7
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	1	2	4
Software (WSWAR)	0	0	62	62
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	2	5	275	282
YA Audio book (WYAUDB)	2	0	11	13
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	1	1	1	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	22	10	158	190
YA Nonfiction (WYANF)	1	1	18	20
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10219	10150	6751	27120

CIRCULATION BY HOLDINGS CODE
December 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	0	0	0
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	19	1	3	23
Award Winning non-fiction (AWNf)	2	0	0	2
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	76	60	30	166
Books on CD (BKCD)	138	174	148	460
Books on Tape (BKT)	7	30	12	49
Compact Disc (CD)	481	458	404	1343
Digital Audiobooks (DA)	9	2	1	12
DVD (DVD)	1680	2316	1580	5576
Equipment (EQP)	138	52	46	236
See librarian (ERR)	0	0	0	0
Express Book (EXP)	82	47	36	165
Fiction (FIC)	874	918	392	2184
Fiction Fantasy (FICF)	22	2	11	35
Fiction Mystery (FICM)	120	9	52	181
Fiction New (FICNEW)	554	445	374	1373
Fiction Science Fiction (FICSF)	11	4	14	29
Fiction Western (FICW)	37	4	3	44
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	53	71	35	159
Hanging Bags (HANG)	15	13	9	37
ILL (ILL)	60	43	25	128
Internet (INTR)	1328	1959	739	4026
Juv. Audio book (JAUDB)	18	15	7	40
Juv. Biography (JBIO)	24	27	8	59
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	48	31	29	108
Juvenile Easy (JE)	515	605	469	1589
Juv. Easy Non-Fiction (JENF)	20	54	29	103
Juv. Easy Reader (JER)	317	159	189	665
Juv. Fiction (JFIC)	454	355	261	1070
Juv. Holiday (JHOL)	164	10	2	176
Juv. Magazine (JMAG)	66	9	43	118
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	236	395	204	835
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	106	73	88	267
Large Print Fiction (LPF)	167	194	94	455
Large Print Nonfic (LPNF)	8	10	8	26
Magazine (MAG)	806	338	396	1540
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	22	19	6	47
Non-Fiction 100 (NF100)	30	26	15	71
Non-Fiction 200 (NF200)	34	35	9	78
Non-Fiction 300 (NF300)	118	61	66	245
Non-Fiction 400 (NF400)	2	4	3	9
Non-Fiction 500 (NF500)	30	24	12	66
Non-Fiction 600 (NF600)	202	175	101	478
Non-Fiction 700 (NF700)	93	101	46	240
Non-Fiction 800 (NF800)	18	22	8	48
Non-Fiction 900 (NF900)	106	67	27	200
Non-Fiction DVD (NFDVD)	55	112	67	234
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	188	214	87	489
Nonfiction VHS (NFVH)	23	26	7	56
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2
Reference (REF)	71	61	34	166
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	33	6	2	41
Software (SWAR)	81	47	62	190
Vertical File (VF)	0	0	4	4
VHS	272	143	276	691
YA Audio book (YAUDB)	6	7	14	27
YA Biography (YAB)	3	5	0	8

YA Books on CD (YABKCD)	1	1	1	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	214	147	182	543
YA Nonfiction (YANF)	12	23	18	53
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	17	1	0	18
				0
Free reads	188	419	128	735
Games/Puzzles	0	16	0	16
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10477	10646	6916	28039

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2072	2043	1104	5219
Nonfiction	1091	929	479	2499
CHILDREN'S BOOKS				
Fiction	1411	1193	1010	3614
Nonfiction	449	486	243	1178
YA BOOKS				
Fiction	267	218	217	702
Nonfiction	15	28	18	61
Magazines, Adult	806	338	396	1540
Magazines, Children	66	9	43	118
Sound Recordings, adult	642	672	580	1894
Sound Recordings, ch	81	59	45	185
Online databases	0	0	0	0
Software	81	47	62	190
Vertical file	0	0	4	4
VHS/DVD	2030	2597	1930	6557
Equipment	138	52	46	236
Total	9149	8671	6177	23997
A-V Circulation	2834	3375	2617	8826
A-V Circulation as % of total	31.0%	38.9%	42.4%	36.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
18,885	19,015	11,532	11,485	12,435	12,508
18,064	18,169	19,125	19,203	9,890	9,892
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
13,547	13,534	10,982	10,982	9,052	9,069
8,784	8,769	5,968	5,982	5,100	5,110
					Nonfiction
					YA BOOKS
2,279	2,293	2,292	2,253	1,850	1,864
482	484	678	679	165	166
					Fiction
					Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,652	2,662	3,116	3,137	2,970	2,983
590	591	429	428	550	555
25	25	16	16	1	Online Databases
344	338	353	353	166	Software
3	3		0		Vertical Files
3,275	3,302	4,479	4,555	2,378	2,395
119	119	142	142	57	VHS/DVD
					Equipment
69,049	69,304	59,132	59,235	44,614	44,766
					TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
December 2009

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	192	42	156	34	275	60	623	135
LOCAL HISTORY								
In person	1	0	7	2	8	2	16	5
Letters written	1	1	7	7	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1328	55	1959	82	739	31	4026	168
Computer software used	120	10	210	18	104	9	434	36
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	11	1	0	0	13	2
CD ROM/Online databases	53	4	336	28	107	9	496	41
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	28	28	11	7	0	0	39	26
Notarized documents	17	4	10	3	1	0	28	7
Meeting Room Use (no. of group	44	15	55	18	20	7	119	40
Study room use	14	1	41	3	24	2	79	7
Proctoring	5	3	2	1	0	0	7	4
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	53		414		202		669	
WIRELESS USE via patron owned pcs	138		183		93		414	
SELF-CHECKOUT USE	186		579		483		1248	
INTERLIBRARY LOANS								
Requests made for:	70	18	54	14	23	6	147	37
Items rec'd for:	71	36	61	31	34	17	166	83
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8080	8167	4493	20740
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	380	387	88	855
Number of New Patrons Added	38	48	27	
Number of Patron Cards Expired	1	0	1	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	3	18	1	6	4	24
Children's Programs (0-13)	2	12	11	66	7	42	20	120
Number attending	24		124		195		343	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	0		7		13		20	
Adult Programs	1	6	2	12	1	6	4	24
Number attending	14		93		32		139	
Senior Citizen Programs	7	42	5	30	2	12	14	84
Number attending	40		97		24		161	
Total Number of Programs	10	60	22	132	12	72	44	264
Total Persons Attending	78		321		264		663	
Total Attending Same Month Last	570		315		57		942	
Total Staff Hours Spent		277		380		214	870	861
Total Number of In-House Program	3		18		9		30	
Total Attendance	18		226		119		363	
Total Number of Outreach Program	7		4		3		14	
Total Attendance	60		95		145		300	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6379	70.3%	5626	65.2%	4126	67.2%	16131	67.6%
Corporate	97	1.1%	26	0.3%	0	0.0%	123	0.5%
Juvenile 0-11	156	1.7%	227	2.6%	100	1.6%	483	2.0%
Juvenile-AV	1229	13.5%	990	11.5%	940	15.3%	3159	13.2%
Nonresident No Fee	51	0.6%	167	1.9%	83	1.4%	301	1.3%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	20	0.2%	0	0.0%	20	0.1%
Reciprocal Adult	345	3.8%	222	2.6%	112	1.8%	679	2.8%
Reciprocal Juvenile	0	0.0%	1	0.0%	1	0.0%	2	0.0%
Reciprocal Juvenile AV	11	0.1%	4	0.0%	0	0.0%	15	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	4	0.0%	7	0.1%	11	0.0%
School	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	72	0.8%	0	0.0%	72	0.3%
Staff	516	5.7%	785	9.1%	611	10.0%	1912	8.0%
Walking books	49	0.5%	128	1.5%	0	0.0%	177	0.7%
YA 12-17	63	0.7%	82	1.0%	24	0.4%	169	2.5%
YA-AV	183	2.0%	269	3.1%	136	2.2%	588	2.5%
Total	9079		8626		6140		23845	
All items borrowed by nonresidents	407	4.5%	493	5.7%	203	3.3%	1103	4.6%

2010 Salary Ordinance

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Employee:	Classification	Hrs/ Week	Hourly Rate	Annual Gross Salary
hon, Rebecca	Clerk-R/TS	13	\$9.57	\$6,469.32
Barko, Donna	Spec 1	35	\$12.23	\$22,258.60
Barton, Angela	Spec 3	35	\$15.23	\$27,718.60
Beedle, Marlene	Spec 1	32	\$17.12	\$28,487.68
Bristol, Evie	YS Spec 3	35	\$15.35	\$27,937.00
Capehart, Rebecca	Page-R	10	\$7.25/7.35/7.45/7.55	\$3,856.00
Carr, Renee	Spec 1	10	\$17.76	\$9,235.20
Cavinder, Rachael	Spec 3	35	\$16.77	\$30,521.40
Cly, Chris	Clerk-TS	16	\$12.05	\$10,025.60
DeJong, Derek	Janitor-R	10	\$11.39	\$5,922.80
DeVries, Carolyn	Clerk-W	14	\$9.71	\$7,068.88
DeVries, Carolyn	Asst 1	21	\$10.30	\$11,247.60
Del Vecchio, Yvonne	Asst 1	32	\$10.80	\$17,971.20
Delger, Kim	Asst 2	32	\$12.25	\$20,384.00
Douthit, Jennifer	Lib 3	40	\$24.07	\$50,065.60
Duran, Emily	Spec 1	40	\$15.37	\$31,969.60
Edelman, Rebekah	Page-R	10	\$7.45/7.55	\$3,901.00
Estrada, Joan	Janitor-WV	13	\$10.86/11.08	\$7,410.00
Fulton, K. Renee	Page-D	10	\$7.35/7.45/7.55	\$3,884.00
Gilmore, Rayann	Asst 2	40	\$12.13	\$25,230.40
Gray, Elizabeth	Clerk-R	12	\$9.95	\$6,208.80
Nicole Hachlica	Clerk-W	14	\$9.50	\$6,916.00
Hankins, Catherine	Page	9	\$7.35/7.45/7.55	\$3,499.20
Hanks, Denise	Clerk-D	12	\$10.76	\$6,714.24
Jones, Jamie	Asst. 2	40	\$12.04/12.28	\$25,321.60
Jung, Gail	Bus. Mgr	40	\$20.81	\$43,284.80
Kenning, Sarah	Page-R	10	\$7.55	\$3,926.00
Kooy, Diana	Lib 1	40	\$21.11	\$43,908.80
Kristoff, Deborah	Page-D	10	\$7.55	\$3,926.00
Lambert, Jean	Asst 1-TS	8	\$9.91/10.07	\$4,184.32
Lambert, Jean	Asst Jan - D	10	\$11.33	\$5,891.60
Lambert, Jean	Jan. W	13	\$11.33	\$7,659.08
Lambert, Jean	Page-W	9	\$7.45/7.55	\$3,519.90
Lilly, Annette	Clerk-R	17.5	\$9.50	\$8,645.00
Little, James	Maintenance-W	3	\$12.32	\$1,921.92
Luke, Todd	Maintenance-R	3	\$12.32	\$1,921.92
Maxwell, Sheila	Sys Adm	40	\$26.00	\$54,080.00
Molenaar, Mary	Spec. 1	40	\$12.72/12.97	\$26,937.60
Opolski, Diane	Asst 2	32	\$15.50	\$25,792.00
Phillips, Nancy	Asst 2	35	\$12.01	\$21,858.20
Poortenga, Linda	Lib 3	40	\$21.92	\$45,593.60
Reasoner, Beth	Asst 2	35	\$12.70	\$23,114.00
NEW DEM PAGE	Page-D	10	\$7.25/7.35/7.45	\$3,835.00
Salter, Beth	Clerk-R	15.5	\$11.89	\$9,583.34
Shields, Stephanie	Clerk-R	12	\$9.41/9.51	\$5,904.24
Smith, Melissa	Page-R	10	\$7.25/7.35/7.45/7.55	\$3,868.00
Speacht, Nanette	Asst 2	24	\$13.06	\$16,298.88
Steele, Robin	Clerk-W	14	\$9.79	\$7,127.12
Stringfellow, Patty	Director	40	\$27.27	\$56,721.60
Sue, Carolyn	Janitor-R	20	\$11.39	\$11,845.60
Sutton, Kimberly	Clerk-D	12	\$10.24	\$6,389.76
Tachtiris, Jill	Ref Spec 3	40	\$18.02	\$37,481.60
Thompson, Brenda	Lib 3	40	\$21.59	\$44,907.20

Employee:	Classification	Hrs/ Week	Hourly Rate	Annual Gross Salary
Thompson, Linda	Asst 2	32	\$14.27	\$23,745.28
Tobias, Sue	HR Spec 3	32	\$14.86	\$24,727.04
Vis, Virginia Jntr	Janitor - D	20	\$14.40	\$14,976.00
Vis, Virginia clerk	Clerk-D	20	\$11.23	\$11,679.20
Widner, Melissa	Spec 3	40	\$15.14	\$31,491.20
Woods, Margaret	Spec 2	40	\$17.38	\$36,150.40
Wynkoop, Dorene	Clerk-W	14	\$9.71	\$7,068.88
Zellon, Joe	Mtnce/Courier	13	\$12.74	\$8,612.24
Zellon, Kathleen	Clerk-D	12	\$9.95	\$6,208.80
DeMotte Extra	Clerk-D	4	\$10.32	\$2,146.56
TOTAL				\$1,097,157.00
EXTRA INSURANCE PARTICIPANT.....				
Total		1,420	\$14.86	\$1,097,157.00

We have examined and approved the year 2010 Jasper County Public Library Salary Ordinance dated January 11, 2010.

Mari Anne Layler

Natalie A. Uebeling

Susan Deandorff

Jody Walker

Deana K. George

Imogene H. Schultz

Janet D. Dinkley

Director's Financial Report 2009

The library began 2009 with \$1,814,637.61 for all funds.

We received all of our tax revenues for 2009 during this year. In addition we received \$126,347.74 in Levy Excess. This represents property taxes received over 100% of the library's approved rate.

We received a special tax distribution of \$98,549.78 that was deposited into the Rainy Day Fund in 2009.

The State Library again has helped us fund our Internet connections (7/1/09-6/30/10) and deposited \$12,700 into the State Technology Fund Grant Fund.

The library was approved for an additional appropriation of \$150,000 in Rainy Day for the DeMotte Roof project. We also paid out \$32,189.90 from LIRF toward the roof project and encumbered another \$24,730.50 to fulfill our contract with Maris & Son. The board approved the transfer of \$30,000 from the 2009 Operating Fund into LIRF in December giving us a reserve of \$217,059.63.

At the end of 2009 CPF the library has set aside \$776,883.86 for future allocations.

We opted not to invest in any certificate of deposits during 2009 due to the low interest rates. Our sweep account often generated as much interest if not more in some months than purchasing a CD.

The library spent 95.9% of our Operating Fund budget. We began 2009 with \$586,496.58 in the Operating Fund with the year ending with a balance of \$621,140.73. In March 2009 each taxing unit began to receive their CAGIT money on a monthly basis rather than twice a year. This has been very beneficial in maintaining a good cash flow from month to month. This practice is supposed to continue in 2010.

The overall financial picture of the library is excellent with receipts exceeding expenses. We receipted in \$3,260,097.41 and spent \$2,842,613.39. The library ended the year with \$2,232,121.63 in the coffers. We are hopeful that 2010 will be a 'business as usual' year with no delays in receiving tax distributions and the economy will be on the upswing.

Accounting Practices for 2010

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) and the Construction Fund will each be separately invested and interest credited back to the same account. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Natalie Waling will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

DeMotte State Bank and Alliance Bank are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

Circulating Software Policy

Selection criteria:

- The software must have a good recommendation from a reputable source.
- We will purchase a variety of informational, educational and recreational software.
- Only items with complete documentation will be circulated.
- We will buy dual or hybrid CD/DVD ROMs when possible for Mac and Microsoft Windows operating systems. Programs should be able to run on various versions of Windows, including the most recent version and the last two versions.
- We will not buy items which can be useful only if patrons make an illegal copy, (i.e. a home inventory or genealogy program)
- Both children's and adult titles will be purchased

Circulation Policy:

Only 4 5 items may be checked out to a borrower at any time.

No renewals will be allowed.

Loan period will be three (3) weeks.

Software may be reserved and may be intralibrary loaned.

An overdue charge of 10 cents per day will be assessed for late returns.

Software may be borrowed by any person with a JCPL borrowers' card

Fines and Charges

- Fee for loss/damage to software will be the original cost plus a \$10 processing fee
- Fee for loss or damage to the user's manual or notebook is \$5.00 for one item, \$10.00 for more than one item.

The Library will make copies of the users' manuals before releasing the software for circulation.

1/97; revised 1/06; revised 2/07; revised 1/08; revised 1/10

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 11th day of January, 2010.

NAY

AYE

Mari Anne Sayle
Natalie A. Welling
Susan Deardorff
John Miller
Deanne L. George
Timothy M. Schulte
Janet Wm. Lang

ATTEST:

Susan Deardorff
Secretary of Appropriating Body

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
 AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION

119 WEST HARRISON STREET
 RENSSELAER, INDIANA
 47978

MEMBERS OF THE FIRM
 RENSSELAER OFFICE:
 EDWARD P. DUMAS
 KENT E. MAHNESMITH

FOWLER OFFICE:
 WILLIAM B. WEIST
 JOHN C. WRIGHT
 WEIST BUILDING
 P.O. BOX 101
 FOWLER, IN 47944
 (765) 884-1840
 FAX (765) 884-8450

THOMAS B. DUMAS
 (1918-1998)
 WILLIAM J. MORIARTY, JR.
 (1939-1993)

(219) 866-4158
 FAX (219) 866-2274
 edd@nwils.com
 kentm@nwils.com

August 22, 2007

Patti Stringfellow, Administrator
 Jasper County Public Library
 208 W. Susan Street
 Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
 Enclosure

JCPL FINANCIAL STATEMENT

F1

December 31, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$172,236.12	\$1,860,564.02	\$565,747.05	\$1,895,258.17	\$621,190.73
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$0.00	\$150.00	\$30.00	\$120.00	\$30.00
Gift Fund	\$5,910.61	\$728.65	\$9,741.58	\$1,200.03	\$10,857.02	\$7,026.05
DeMotte	\$1,834.58	\$395.46	\$2,474.54	\$101.23	\$2,050.69	\$1,410.73
Rensselaer	\$2,369.46	\$273.52	\$5,764.86	\$1,098.80	\$6,830.44	\$3,435.04
Wheatfield	\$1,706.57	\$59.67	\$1,502.18	\$0.00	\$1,975.89	\$2,180.28
Library Improvement Reserve Fund	\$216,342.26	\$9,319.90	\$32,189.90	\$30,170.40	\$32,907.27	\$217,059.63
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$318,310.00	\$138,314.56	\$360,566.97	\$151,728.45
Includes Investments of	\$0.00					
Rainy Day Fund	\$168,751.12	\$68,385.10	\$173,700.00	\$0.00	\$98,549.78	\$93,600.90
Includes Investments of	\$0.00					
State Technology Fund G	\$6,731.97	\$0.00	\$9,340.00	\$12,720.00	\$12,720.00	\$10,111.97
Capital Projects Fund	\$523,219.14	\$41,054.20	\$47,000.00	\$113,488.46	\$300,664.72	\$776,883.86
Includes Investments of	\$0.00					
Post/Hospitality Fund	\$0.00	\$16.06	\$199.56	\$0.00	\$199.56	\$0.00
Levy Excess Fund	\$0.00	\$4,594.00	\$52,133.59	\$126,347.74	\$210,656.74	\$158,523.15
Sales Tax	\$5.32	\$0.00	\$5.22	\$1.54	\$18.25	\$18.35
Construction Fund	\$186,153.76	\$183.44	\$4,396.28	\$85.95	\$1,740.06	\$183,497.54
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,770.29	\$69,533.68	\$6,770.29	\$69,533.68	\$0.00
FICA Tax Collected	\$0.00	\$6,570.68	\$76,449.26	\$6,570.68	\$76,449.26	\$0.00
State Tax Collected	\$2,770.46	\$3,056.20	\$36,025.77	\$3,378.33	\$36,633.64	\$3,378.33
County Tax Collected	\$1,982.26	\$2,233.96	\$26,207.85	\$2,289.80	\$26,515.44	\$2,289.85
Deferred Comp.	\$0.00	\$2,520.00	\$30,405.95	\$2,520.00	\$30,405.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,830.44	\$29,216.98	\$2,855.89	\$29,242.40	\$25.42
Employee Life Insur.	\$0.00	\$105.00	\$1,704.52	\$105.00	\$1,704.52	\$0.00
Employee P.E.R.F.	\$6,532.65	\$0.00	\$26,732.72	\$2,195.29	\$26,747.47	\$6,547.40
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$4,045.59	\$38,606.51	\$4,045.59	\$38,606.51	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$324,649.63	\$2,842,613.39	\$1,018,836.60	\$3,260,097.41	\$2,232,121.63

Bank Balances**Jasper County Public Library****Report as of: 12/31/2009**

Bank		
1	Alliance Bank	\$1,828,999.32
2	Demotte State Bank	\$2,355.14
3	Alliance Bank-LIRF Acct	\$217,059.63
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,497.54
7		
8		
9		
10		
11		

Total all banks = \$2,232,121.63

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/1/2009 To 12/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,634.94	\$54,704.03	\$130.97	99.8
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$4,008.69	\$915,685.69	\$79,103.29	\$915,685.69	\$0.00	100.0
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$5,008.60	\$58,184.80	\$5,533.20	91.3
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$412.26	\$76,449.26	\$6,570.68	\$76,449.26	\$0.00	100.0
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$0.00	\$4,115.96	\$751.04	84.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$1,328.28	\$66,142.28	\$0.00	\$66,142.28	\$0.00	100.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	(\$5,749.23)	\$78,497.77	\$6,843.29	\$76,418.54	\$2,079.23	97.4
Subtotal	\$1,260,195.00	\$0.00	\$1,260,195.00	\$102,160.80	\$1,251,700.56	\$8,494.44	99.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$80.33	\$630.33	\$0.00	\$630.33	\$0.00	100.0
2.12 STATIONERY AND PRINTING	\$500.00	(\$3.56)	\$496.44	\$0.00	\$140.45	\$355.99	28.3
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$261.79	\$9,105.71	\$1,394.29	86.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$489.03	\$6,489.03	\$1,010.61	\$6,489.03	\$0.00	100.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$629.61	\$5,429.61	\$1,105.83	\$5,429.61	\$0.00	100.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$76.43	\$669.04	\$330.96	66.9
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$356.28	\$556.28	\$20.91	\$556.28	\$0.00	100.0
2.33 REPAIR PARTS	\$550.00	\$24.78	\$574.78	\$332.66	\$574.78	\$0.00	100.0
2.41 LIBRARY SUPPLIES	\$13,250.00	(\$1,580.57)	\$11,669.43	\$875.60	\$11,669.43	\$0.00	100.0
2.42 MARKETING SUPPLIES	\$200.00	\$4.10	\$204.10	\$0.00	\$204.10	\$0.00	100.0
Subtotal	\$37,550.00	\$0.00	\$37,550.00	\$3,683.83	\$35,468.76	\$2,081.24	94.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$3,378.75	\$8,378.75	\$0.00	\$8,378.75	\$0.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$25.00	\$5,695.00	\$1,020.00	\$4,384.40	\$1,310.60	77.0
3.21 TELEPHONE	\$3,600.00	\$1,862.29	\$5,462.29	\$277.40	\$5,462.29	\$0.00	100.0
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$14.64	\$3,291.74	\$1,208.26	73.1
3.23 MILEAGE	\$20,355.00	\$1,014.12	\$21,369.12	\$2,500.45	\$21,369.12	\$0.00	100.0
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$127.16	\$5,976.21	\$1,967.79	75.2
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$146.83	\$1,384.15	\$415.85	76.9
3.26 NETWORKING	\$31,200.00	(\$16,022.77)	\$15,177.23	\$1,060.00	\$2,120.00	\$13,057.23	14.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$750.44	\$349.56	68.2
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$741.43	\$158.57	82.4
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$2,988.00	\$26,655.00	\$0.00	\$26,655.00	\$0.00	100.0
3.51 GAS	\$50,000.00	(\$16,022.77)	\$33,977.23	\$1,655.69	\$22,813.00	\$11,164.23	67.1
3.52 ELECTRICITY	\$65,000.00	\$2,642.14	\$67,642.14	\$4,746.52	\$67,642.14	\$0.00	100.0
3.53 WATER	\$1,083.00	\$18.80	\$1,101.80	\$76.60	\$1,101.80	\$0.00	100.0
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$117.50	\$4,667.50	\$333.64	\$4,667.50	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$51,090.00	\$1,980.61	\$53,070.61	\$2,204.72	\$43,973.15	\$9,097.46	82.9
3.62 EQUIPMENT REPAIRS	\$700.00	\$1,177.14	\$1,877.14	\$0.00	\$1,877.14	\$0.00	100.0
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$241.40	\$3.60	98.5
3.91 DUES	\$2,312.00	\$209.40	\$2,521.40	\$0.00	\$2,521.40	\$0.00	100.0
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	100.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$573.45	\$673.45	\$82.22	\$673.45	\$0.00	100.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$18,614.24	\$95,668.24	\$3,198.82	\$95,668.24	\$0.00	100.0
Subtotal	\$388,470.00	\$2,555.90	\$391,025.90	\$47,454.64	\$351,692.75	\$39,333.15	89.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$610.42	\$6,969.26	\$205.74	97.1
4.51 BOOKS	\$144,000.00	\$3,306.30	\$147,306.30	\$16,620.55	\$136,351.67	\$10,954.63	92.6
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$741.96	\$21,873.96	\$702.48	\$19,471.93	\$2,402.03	89.0
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$1,003.40	\$58,909.09	\$17,074.29	77.5
Subtotal	\$247,406.00	\$4,932.64	\$252,338.64	\$18,936.85	\$221,701.95	\$30,636.69	87.9
Grand Total	\$1,933,621.00	\$7,488.54	\$1,941,109.54	\$172,236.12	\$1,860,564.02	\$80,545.52	95.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 12/1/2009 To 12/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$220,000.00	\$0.00	\$220,000.00	\$0.00	\$220,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$97,680.00	\$0.00	\$97,680.00	\$0.00	\$97,680.00	\$0.00	100.0
Subtotal	\$318,310.00		\$318,310.00	\$0.00	\$318,310.00	\$0.00	100.0
Grand Total	\$318,310.00	\$0.00	\$318,310.00	\$0.00	\$318,310.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 12/1/2009 To 12/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$9,319.90	\$32,189.90	\$37,810.10	46.0
Subtotal	\$80,000.00	\$0.00	\$80,000.00	\$9,319.90	\$32,189.90	\$47,810.10	40.2
Grand Total	\$80,000.00	\$0.00	\$80,000.00	\$9,319.90	\$32,189.90	\$47,810.10	40.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for **151 RAINY DAY FUND**

Jasper County Public Library

Report Date: From 12/1/2009 To 12/31/2009

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$12,637.40	\$12,637.40	\$2,370.00	\$12,637.40	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$23,000.00	\$138,062.60	\$161,062.60	\$66,015.10	\$161,062.60	\$0.00	100.0
Subtotal	\$23,000.00	\$150,700.00	\$173,700.00	\$68,385.10	\$173,700.00	\$0.00	100.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$700.00	(\$700.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$700.00	(\$700.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Grand Total	\$23,700.00	\$150,000.00	\$173,700.00	\$68,385.10	\$173,700.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 12/1/2009 To 12/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$0.00	\$3,275.82	\$3,275.82	\$0.00	\$3,275.82	\$0.00	100.0
Subtotal	\$0.00	\$3,275.82	\$3,275.82	\$0.00	\$3,275.82	\$0.00	100.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$47,000.00	(\$7,820.32)	\$39,179.68	\$36,509.70	\$39,179.68	\$0.00	100.0
4.53 NONPRINTED MATERIALS	\$0.00	\$4,544.50	\$4,544.50	\$4,544.50	\$4,544.50	\$0.00	100.0
Subtotal	\$47,000.00	(\$3,275.82)	\$43,724.18	\$41,054.20	\$43,724.18	\$0.00	100.0
Grand Total	\$47,000.00	\$0.00	\$47,000.00	\$41,054.20	\$47,000.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/29/2009	100 OPERATING FUND	1.12 SALARY OF ASSISTANTS	\$4,008.69	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	\$412.26	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	1.23 EMPLOYER'S CONTRIB.- PERF	\$1,328.28	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	(\$5,749.23)	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	2.11 OFFICIAL RECORDS	\$80.33	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	2.12 STATIONERY AND PRINTING	(\$3.56)	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	2.21 CLEANING & SANITATION SUPPLIES	\$489.03	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$629.61	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	2.32 PAINT AND PAINTING SUPPLIES	\$356.28	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	2.33 REPAIR PARTS	\$24.78	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	(\$1,580.57)	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	2.42 MARKETING SUPPLIES	\$4.10	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.13 LEGAL SERVICES	\$3,378.75	Transfer per Board Mtg Approval
6/1/2009	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$25.00	Reimbursement for Cancelled Program-Fulkerson A/P #281
12/29/2009	100 OPERATING FUND	3.21 TELEPHONE	\$1,862.29	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.23 MILEAGE	\$1,014.12	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.26 NETWORKING	(\$16,022.77)	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.42 OTHER INSURANCE	\$2,988.00	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.51 GAS	(\$16,022.77)	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.52 ELECTRICITY	\$2,642.14	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.53 WATER	\$18.80	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$117.50	Transfer per Board Mtg Approval
9/14/2009	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,980.61	Insurance Claim -Elevator Relay, A/P#811
12/29/2009	100 OPERATING FUND	3.62 EQUIPMENT REPAIRS	\$1,177.14	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.91 DUES	\$209.40	Transfer per Board Mtg Approval
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.95	Refund on book return in May, R. Luke, 2/19/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on book return in May, R. fase, 4/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in June, C. Villarreal, 5/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on book return in June, H. Conrad, 5/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$54.99	Refund on playaway returned in Apr, L. VanderMolen, 1/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.00	Refund on book return in May, J. Dinga, 3/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Refund on Book return in Feb, T. Jones1/20/09

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in Jul, J. Crawford, 3/6/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on book return in May, A. Kozyra, 3/13/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$32.90	Refund on books return in Apr, D. Loslo, 2/20 & 3/12
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.00	Refund on DVD return in Feb, S. Thompson, 1/2/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	Refund on Book return in Mar, T. Gazaway 2/23/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Book return in Mar, D. Holmes 2/17/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$38.95	Refund on audiobook return in Apr, D. Doty, 2/7/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.00	Refund on Book return in Feb, L. Bausman 1/26/09
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.99	Refund on found lost book, 6/23 - K. Barrett, A/P #709
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Refund on found lost book, 5/30 - S. Greene, A/P#724
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.98	Refund on found lost book, 8/3 - M. Johns, A/P #712
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Refund on found lost book, 7/11 - I. Evans, A/P#704
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Refund on ret'd lost CD (7/20/09), A/P #833
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$35.00	Refund on ret'd lost bk (8/23/09), A/P #809
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on ret'd lost CD(4/21/09), A/P #783
10/12/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on ret'd lost book (9/8/09), A/P #919
11/9/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.00	Refund on ret'd lost book (10/23/09), A/P #969
11/9/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$26.87	Refund on lost CD's, (10/6/09) A/P #970
11/9/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on lost bks, (10/20/09) A/P#983
12/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Refund on lost bks, (10/13/09), A/P#1073
12/29/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$23.16	Transfer per Board Mtg Approval
12/29/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund on lost bks, (12/8/09), A/P#1152
12/29/2009	100 OPERATING FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,614.24	Transfer per Board Mtg Approval
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
9/15/2009	100 OPERATING FUND	4.51 BOOKS	\$5.77	Refund/Reimbursement on Tax paid on Book using Visa (Dj)
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217
9/30/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$15.00	Refund-Magazine, PSS pd 4/09, A/P #327
10/19/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund-Wall St. Jrnl, A/P# 217, A/R#158 (3/30/09)
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
12/29/2009	151 RAINY DAY FUND	3.14 OTHER PROFESSIONAL SERVICES	\$12,637.40	Transfer per Board Mtg Approval
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided
4/28/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$150,000.00	Additional Appropriation approved by DLGF
12/29/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$11,937.40)	Transfer per Board Mtg Approval
12/29/2009	151 RAINY DAY FUND	4.4 FURNITURE & EQUIPMENT	(\$700.00)	Transfer per Board Mtg Approval
12/29/2009	160 CAPITAL PROJECTS FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	\$3,275.82	Transfer per Board Mtg Approval
12/29/2009	160 CAPITAL PROJECTS FUND	4.4 FURNITURE & EQUIPMENT	(\$7,820.32)	Transfer per Board Mtg Approval
12/29/2009	160 CAPITAL PROJECTS FUND	4.53 NONPRINTED MATERIALS	\$4,544.50	Transfer per Board Mtg Approval

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$7,488.54
130	\$0.00
151	\$150,000.00
160	\$0.00

Voucher List**Jasper County Public Library****Report Date: From 12/1/2009 To 12/31/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1042	PAYROLL	12/10/2009	PAYROLL	\$43,755.93
28905	1043	ALLIED WASTE SERVICES #7112/10/2009	12/10/2009	Trash removal, Whtfld Lib, Dec. 2009	\$52.84
28906	1044	ANTHEM BLUE CROSS BLUE	12/10/2009	Dec. Health Insurance Premium-19 employees	\$9,352.68
28907	1045	ANTHEM LIFE	12/10/2009	December Life Ins. Premium	\$95.39
28908	1046	FIRST TRUST CREDIT UNION	12/10/2009	Direct Deposits-10 Dec 09	\$1,992.09
28909	1047	GREAT-WEST RETIREMENT S	12/10/2009	Indiana Deferred Comp Plan, w/held from payroll-10 Dec 09	\$1,260.00
0	1048	INDIANA DEPARTMENT OF RE	12/18/2009	State & County Taxes w/held 10Nov09 Payroll, ref #72031, Verif Code #29	\$5,290.16
0	1049	IRS USA TAXPAYMENT	12/11/2009	Federal & FICA Tax w/held 10 Dec 09 Payroll, Ref #00486753	\$9,893.06
28910	1050	JOSEPH ZELLON	12/10/2009	Courier & Recycling Mileage, 11/16-11/30/09	\$331.10
28911	1051	THE TIMES	12/10/2009	Newspaper Subsc (7day/wk), 12/19/09-12/19/10 - DeMotte Lib	\$221.00
28912	1052	TOWN OF DEMOTTE	12/10/2009	Nov Trash Pickup @ DeM. Lib	\$68.42
28913	1053	TOWN OF WHEATFIELD SEW	12/10/2009	Sewer Service, December 2009	\$56.65
28914	1054	ACE HARDWARE	12/14/2009	IDEM required faucet repairs and videotape rewinder	\$122.18
28915	1055	ACP DIRECT	12/14/2009	3 Laser Jet Toners	\$225.85
28916	1056	ALLSTATE SIGN & PLAQUE C	12/14/2009	Courier Parking Sign and Post	\$103.15
28917	1057	AMY R. DOBSON	12/14/2009	Reimburse for credit on her account	\$5.29
28918	1058	ANGELA BARTON	12/14/2009	Third Thursday games, snacks and craft, Prizes for Twilight writing contest, Mileage: Books to Bridges	\$212.75
28919	1059	BAKER & TAYLOR	12/14/2009	Books, Gift Books, Continuations, AV, freight	\$11,870.92
28920	1060	BAKER & TAYLOR ENTERTAIN	12/14/2009	Entertainment DVDs	\$3.43
28921	1061	BIERMA HARDWARE, INC.	12/14/2009	Light bulbs, Spray Nine	\$21.96
28922	1062	BLUETARP FINANCIAL, INC	12/14/2009	Paint Supplies, Screws, Drill Bit	\$36.86
28923	1063	BRENDA THOMPSON	12/14/2009	Mileage: Conference w/ Patty, Evaluation	\$48.40
28924	1064	BRENT HOFFMAN	12/14/2009	Fall Clean Up for Rensselaer and DeMotte	\$50.00
28925	1065	CAPITAL ONE BANK (USA), NA	12/14/2009	Fax Machine, Bookkeeping Conference Expenses, Program expenses, Books to Bridges Expenses, Annual Flickr Account Fee	\$125.50
28926	1066	CAROLYNN DeVRIES	12/14/2009	Scrapbook page protectors, Afterschool expenses	\$15.31
28927	1067	CENTRAL STATES SALES CO	12/14/2009	Light Bulbs	\$255.75
28928	1068	CENTURION TECHNOLOGIES,	12/14/2009	Protection Software (PC Security) and Annual Maintenance Fee	\$1,162.80
28929	1069	CENTURYLINK	12/14/2009	Local Phones, Dec, Rens. Lib.	\$138.56
28930	1070	CIRCLE R ELECTRIC, INC.	12/14/2009	Trouble shoot lights that are not coming on	\$150.00
28931	1071	CULLIGAN OF KOUTS	12/14/2009	Monthly rental fee (Dec) @ Whtfld	\$9.95
28932	1072	DEMCO	12/14/2009	Swival sign holder, Label protectors, Tape, Men's Handicapped Sign, Book Pockets, Date Due Slips,	\$391.30
28933	1073	DOROTHY LOSLO	12/14/2009	Reimbursement for returned book	\$15.99
28934	1074	EMILY DURAN	12/14/2009	Mileage: Internet Skills Conference	\$51.70
28935	1075	EDUCATION NETWORKS OF A	12/14/2009	Internet T-1 Lines, December 2009	\$1,110.00
28936	1076	EVELYN BRISTOL	12/14/2009	Replacement parts for Hooked on Math, Display supplies, Mileage: Reference Training, H/R Training	\$72.78
28937	1077	FASE'S WATER TREATMENT	12/14/2009	Redout - 5 bags (DeM)	\$60.00
28938	1078	FLEX-PAC INC	12/14/2009	Glass Cleaner, Toilet Cleaner, Paper Towels, Front Entrance Mats, Gloves, Disinfectant, Trash Bags, Kleenex	\$1,243.05
28939	1079	GA FOODS GROUP	12/14/2009	Supplies for Movie Night and Third Thursday	\$14.16

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28940	1080	GAIL JUNG	12/14/2009	Parking- Bookkeeping Wksp, Mileage: Post office, Auditor, Walmart, Bookkeeping Wksp, AVC Mtg, ILL, Counterparts Mtg	\$349.69
28941	1081	GALE	12/14/2009	Books, Newsmakers (Continuations) Series	\$289.47
28942	1082	GAYLORD BROS.	12/14/2009	Sign Holder and Label Spine Typewriter Foil, Letters	\$110.12
28943	1083	GOODWIN FIRE EQUIPMENT,	12/14/2009	Annual Fire Extinguisher Inspection-Rens Library	\$30.25
28944	1084	GUMDROP BOOKS	12/14/2009	Book	\$16.92
28945	1085	HERITAGE OFFICE PRODUCT	12/14/2009	Nametag, Service Contract on KM1650 & KM2250 in Wh.	\$737.50
28946	1086	INDIANAPOLIS STAR	12/14/2009	Rens.Subscription, 1/3/2010-1/2/2011	\$235.42
28947	1087	INTEGRITY SOFTWARE, INC	12/14/2009	Maintenance Renewal of SofTrack for Windows	\$744.01
1045	1088	JASPER COUNTY PUBLIC LIB	12/14/2009	Bank Transfer from DeM. State Bank to Alliance Bank	\$14,500.00
28949	1089	JENNIFER L. DOUTHIT	12/14/2009	Mileage: Inventory and Management Mtg	\$48.40
28950	1090	H.L. MOHLER & ASSOCIATES	12/14/2009	Inspection of Truck Accident in Library Wall, DeM & Ren. Library Reroof Contract	\$2,890.00
28951	1091	JAMES R. LITTLE	12/14/2009	Mileage: Ace Hardware	\$10.45
28952	1092	JOSEPH D. BLACKFORD	12/14/2009	Reimbursed for Credit to Account	\$15.00
28953	1093	KIM DELGER	12/14/2009	Better Homes & Gardens Kitchen & Bath Ideas Magazine	\$34.74
28954	1094	KRISTEN N. WIREMAN	12/14/2009	Reimbursement for credit on account	\$10.00
28955	1095	LINDA POORTENGA	12/14/2009	Supplies for snowflake program	\$46.06
28956	1096	K.V.ELECTRIC	12/14/2009	Replace 2 parking lot light bulbs	\$125.00
28957	1097	MARGARET AGNEW	12/14/2009	Reimbursement for credit on account	\$10.96
28958	1098	MARIS AND SON, INC	12/14/2009	Roof Contract for DeMotte-Work Completed to date	\$75,335.00
124	1099	JASPER COUNTY PUBLIC LIB	12/14/2009	Transfer from LIRF for Roof Contract	\$9,319.90
28959	1100	PRECISION CONTROL SYSTE	12/14/2009	Replaced bad valve& actuator. Flow failure, drained expansion tank, checked pressures, chiller off on alarm.- Rens. Lib.	\$762.56
28960	1101	NIPSCO	12/14/2009	Utilities, DeM (11/5-12/3); Wh (11/7-12/2)	\$3,875.62
28961	1102	OFFICE DEPOT	12/14/2009	Chairmat, CD folders, Toner, & Labels	\$376.12
28962	1103	PATTY STRINGFELLOW	12/14/2009	Mileage: Visit Branch for Roof Project, Board Mtg, DeM Emergency Visit, DeM Damage Assessment/Police Report, Librarians Council Mtg, Meet for Carpet Repair	\$138.60
28979	1104	PDR DISTRIBUTION, LLC	12/14/2009	Physicians' Desk Reference Book for each library	\$179.85
28964	1105	QUILL CORPORATION	12/14/2009	Pressboard binders, Interoffice envelopes, file folder labels, correction tape, stamp pad, labels, paper, contact paper, fax ribbon, strapping tape	\$287.00
28965	1106	RELIABLE EXTERMINATORS,	12/14/2009	Semi Annual Treatment-Ren. Indoor Pest Control	\$152.00
28966	1107	S & S WORLDWIDE, INC	12/14/2009	Construction paper, fabric glue, foam craft sheets, buttons wiggle eyes	\$74.20
28967	1108	STAPLES	12/14/2009	Correction Tape, Phone Stand, A-Z file	\$34.98
28968	1109	SUE TOBIAS	12/14/2009	Mileage: Bank Deposits, Post office, deliver board packets	\$10.84
28969	1110	SUNRISE PACKAGING INC.	12/14/2009	DVD 12 -sleeve cases	\$107.80
28970	1111	THE LIBRARY CORPORATION	12/14/2009	L.S. Software License Support (1/2010-12/2010)	\$300.00
28971	1112	TODD W. LUKE	12/14/2009	Masking Tape for Painting	\$12.54
28972	1113	TOM KROOSWYK PLMBG, HT	12/14/2009	IDEM faucet & trough- Wh. Lib.	\$98.96
28973	1114	TRU-GREEN LIMITED PARTNE	12/14/2009	Fall Root Feeding	\$103.95
28974	1115	UNIQUE MANAGEMENT SERVI	12/14/2009	Collections, Initial & Secondary - Oct 2009	\$241.54
28975	1116	VISION SERVICE PLAN- (IN)	12/14/2009	December Vision premium-19 participants	\$193.46
28976	1117	WAL-MART COMMUNITY BRC	12/14/2009	Erasers, Light Bulbs,Supplies for Storytime and afterschool program, supplies for Halloween Happenings, Supplies for Children and staff Christmas party, Twilight program, Supplies for Mtg Room, Baby Wipes, DVD's, CD's	\$737.07
28977	1118	WILLIS COX	12/14/2009	Reimbursement for credit on account	\$15.99
28978	1119	ZIESE PLUMBING, HEATING, &	12/14/2009	Test 2 backflow preventers, both needed repair, one needs to be replaced	\$172.00
150191	1120	OFFICE DEPOT	12/14/2009	8 Chairmats	\$183.44

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28980	1121	ELKHART PUBLIC LIBRARY	12/14/2009	Reimbursement for damaged book through ILL	\$34.00
28981	1122	CITY OF RENSSELAER	12/23/2009	Utilities-Rens Lib, 11/9-12/8/09	\$2,758.92
0	1123	PAYROLL	12/10/2009	PAYROLL	\$203.38
28982	1124	CENTURYLINK	12/24/2009	Local Phones-Wheatfield, December 2009	\$62.02
0	1125	PAYROLL	12/23/2009	PAYROLL	\$44,577.92
0	1126	PAYROLL	12/23/2009	PAYROLL	\$209.60
28983	1127	CENTURYLINK	12/23/2009	Long Distance Service-11/8-12/7/09	\$76.82
28984	1128	FIRST TRUST CREDIT UNION	12/23/2009	Direct Deposits w/held from 23DEC09 Payroll	\$2,053.50
28985	1129	GREAT-WEST RETIREMENT S	12/23/2009	Annuity w/held from 23DEC09 Payroll-7 participants	\$1,260.00
0	1130	IRS USA TAXPAYMENT	12/24/2009	FICA & Federal Tax w/held from 23DEC09 Payrolls - Ref #00860626	\$10,018.59
28986	1131	JOSEPH ZELLON	12/23/2009	Courier Mileage, 12/1-12/15/09	\$363.00
28987	1132	JOURNAL AND COURIER	12/23/2009	DeM. Lib. Newspaper Subscription, 1/1/10-12/31/10	\$211.32
28988	1133	AFLAC	12/23/2009	December Supplemental Premium - B.Thompson, M.Molenaar	\$137.20
28989	1134	ACE HARDWARE	12/29/2009	IDEM modification materials-Wh. Lib; Toilet repair parts, door stops, outdoor railing-DeM Staff entry	\$232.94
28990	1135	ANGELA BARTON	12/29/2009	Rens.Santa Visit - J. Gastineau,Santa	\$115.25
28991	1136	BAKER & TAYLOR	12/29/2009	Books, Continuations, AV	\$1,764.17
28992	1137	BETH REASONER	12/29/2009	Mileage: Deliver flyers, storytime visit-DeM. Lib	\$42.35
28993	1138	BRACKEMYRE PUBLISHING	12/29/2009	2010 Media Directory	\$85.00
28994	1139	BRENDA THOMPSON	12/29/2009	Mileage: B2Bridge, Wh. Christmas Party sub	\$32.87
28995	1140	BRIAN ORBAN	12/29/2009	Pruned shrubs & fertilized, blew out sprinkler system & removed backflow preventer-Wh. Lib.	\$560.00
28996	1141	CAMPBELL PRINTING COMPA	12/29/2009	Rubber Stamp (RUSH)-T.S. Dept	\$17.00
28997	1142	CAPITAL ONE BANK (USA), NA	12/29/2009	Windows 7 & Prof. Office Upgrades	\$164.00
28998	1143	CARDINAL OFFICE PRODUCT	12/29/2009	Annual Copier Mtnc on Rens Patron Copier S207E, 12/1/08-09	\$281.39
28999	1144	CDW GOVERNMENT, INC	12/29/2009	Anti-virus (eTrust) Protection - 110 licenses	\$2,061.50
29000	1145	CENTRAL STATES SALES CO	12/29/2009	Flood Light Bulbs & Outdoor Bulbs	\$190.65
29001	1146	CHESTER TECHNOLOGIES	12/29/2009	Monitor, mouse, Surgearrests, patch cables, USB card reader, cable drops; Printer; Credit on print cartridges	\$78.50
29002	1147	DELL MARKETING L.P.	12/29/2009	21 Optiplex CPU & Monitors; 10 Laptops; Multi-bay charger;	\$34,814.89
29003	1148	DIANA KOOY	12/29/2009	Mileage: Database Mtg, IDEM, bank deposits, water samples, bk discussion mat'ls, performance evaluation, HR Wkshp, PERF Wkshp, Lib Council Mtg; potting soil	\$341.11
29004	1149	DIANE OPOLSKI	12/29/2009	Mileage: ASK Mtg; Humidifier filter	\$26.79
29005	1150	ENGAGED PATRONS.ORG	12/29/2009	Events Hosting Services, Jan-Dec 2010	\$195.00
29006	1151	EVELYN BRISTOL	12/29/2009	Santa Visit @ DeM	\$50.00
29007	1152	FRANK SARGENT	12/29/2009	Reimbursement for Lost book pd & found	\$8.99
29008	1153	GAIL JUNG	12/29/2009	DeMotte Petty Cash: shelf brackets, police report (truck accident), After school prog expense	\$13.40
29009	1154	GAIL JUNG	12/29/2009	Rens Petty Cash: Mileage, Postage, elastic for wastebaskets	\$16.58
29010	1155	GAIL JUNG	12/29/2009	Wheatfield Petty Cash: After-school prog supplies/expenses, postage, fridge lt. bulb, teen gaming night expenses	\$24.43
29011	1156	INDIANA CHAMBER	12/29/2009	Labor Law poster updates	\$41.70
29012	1157	INTELLIGENT CLEANING SYS	12/29/2009	Paper towels, M-folds, Jumbo TP	\$253.32
29013	1158	JAMES R. LITTLE	12/29/2009	Plumbing materials for IDEM compliance-Whtfld; mileage	\$141.30
29014	1159	JOSEPH ZELLON	12/29/2009	Mileage: recycle center & get handrail parts	\$4.40
29015	1160	KOLORTECH, INC.	12/29/2009	4 cs long-life fluorescent tubes - Rens Lib.	\$400.50
29016	1161	LEGAL DIRECTORIES PUBLIS	12/29/2009	2009 INDIANA Legal Directory	\$64.75
29017	1162	MIDWEST CASE COMPANY	12/29/2009	Pelican Transport Laptop cases-3	\$724.82
29018	1163	NANCY PHILLIPS	12/29/2009	Wood & dowels for Hanging Bag racks	\$14.36
29019	1164	NANETTE SPEACHT	12/29/2009	Mileage: Rens Christmas Party sub	\$24.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29020	1165	PATTY STRINGFELLOW	12/29/2009	Mileage & Expenses: INCOLSA Merger, Grant Committee, Director's Mtg.	\$184.01
29021	1166	PEGGY WOODS	12/29/2009	Staff Christmas party deli tray; Mileage: AV shopping trips	\$27.25
29022	1167	RACHAEL CAVINDER	12/29/2009	Mileage: HR Workshop, Preschool visit, Christmas Party sub-DeM.	\$39.60
29023	1168	RACO INDUSTRIES	12/29/2009	Laser Scanner	\$171.49
29024	1169	RAND MCNALLY & COMPANY	12/29/2009	Commercial Atlas Guide/Bk	\$301.31
29025	1170	REGIONAL MECHANICAL INC.	12/29/2009	Plumbing Services-install 3" copper pro press tee per IDEM regulations-WH. Lib.	\$500.00
29026	1171	ROEING CORPORATION	12/29/2009	ArcServe Annual Mtg	\$234.00
29027	1172	SUE TOBIAS	12/29/2009	Mileage: Bank Deposits, Post Office (ILL pkgs), HR assistance	\$19.31
29028	1173	THE LIBRARY CORPORATION	12/29/2009	Library Solution License - (HR Spec. computer)	\$1,350.00
29029	1174	UNIQUE MANAGEMENT SERV	12/29/2009	November Initial & Secondary Placements	\$208.13
29030	1175	WAL-MART COMMUNITY BRC	12/29/2009	Clorox Wipes, cleaning wipes, Bathroom cleaners, air freshners/sprays, rust remover, floor wax, rags, cat litter for DeM steps, folders, blank DVD-R's, Christmas Craft materials, Staff Christmas Party decorations, bubbles/juvenile prog, DVDs, copy paper, Rens. Mtg room supplies	\$783.01
29031	1176	WORLD BOOK INC.	12/29/2009	2010 World Book Encyclopedias-3	\$2,397.00
29032	1177	YVONNE DEL VECCHIO	12/29/2009	Mileage: Walking Books @ DeM. (11/4-12/17)	\$38.72
29033	1178	LINDA POORTENGA	12/29/2009	Mileage: Librarian's Council, Grant Committee Mtgs	\$64.90
29034	1179	JASPER COUNTY PUBLIC LIB	12/29/2009	Transfer from Operating Fund to LIRF per board approval 12/14/09 Mtg.	\$30,000.00
0	1180	JASPER COUNTY PUBLIC LIB	12/29/2009	Transfer From Levy Excess fund to Operating Fund per DLGF, 12/19/09.	\$4,594.00
Total Amount of Claims					\$348,469.53

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, January 05, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$348,469.53

Date this 11th day of January, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

December 31, 2009

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FEES & FEES:			\$2,665.75	\$37,208.99
DeMotte	\$803.13	\$11,337.61		
Rensselaer	\$1,299.69	\$15,910.12		
Wheatfield	\$562.93	\$9,986.25		
PHOTOCOPIES:			\$707.56	\$8,738.53
DeMotte	\$240.95	\$3,050.96		
Rensselaer	\$362.56	\$3,774.97		
Wheatfield	\$104.05	\$1,912.60		
INTEREST:			\$494.05	\$10,020.43
Checking/Repurchase/Savings/CD's	\$494.05	\$10,020.43		
TAXES:			\$554,415.51	\$1,822,727.11
Property Tax	\$378,426.40	\$983,348.84		
LOIT	\$87,566.00	\$124,634.00		
License Excise Tax	\$33,625.77	\$97,309.04		
Financial Institution Tax	\$833.73	\$1,667.46		
CVET(Commercial Vehicle Excise)	\$4,367.53	\$10,183.02		
Local Option/Certified Shares	\$45,079.83	\$540,957.97		
Local Option/Property Tax Repl.	\$4,516.25	\$64,626.78		
TAXABLE SALES:-			\$12.08	\$110.99
REFUNDS:			\$7,452.10	\$16,452.12
Rebates/Refund	\$4.62	\$398.85		
Insurance Claims/Reimbursements	\$2,703.48	\$4,738.77		
Meeting Room Rental	\$150.00	\$900.00		
Reimbursement	\$0.00	\$153.18		
Grant Reimbursements	\$0.00	\$292.37		
Miscellaneous Receipts	\$4,594.00	\$9,968.95		
TOTAL OPERATING FUND RECEIPTS.....			\$565,747.05	\$1,895,258.17
PLAC FUND:-			\$30.00	\$120.00
GIFT FUNDS:			\$1,200.03	\$10,857.02
DeMotte	\$101.23	\$2,050.69		
Rensselaer	\$1,098.80	\$6,830.44		
Wheatfield	\$0.00	\$1,975.89		
LIB. IMPROV. RESERVE FUND:			\$30,170.40	\$32,907.27
Interest Earned	\$170.40	\$2,907.27		
Transfer from Operating	\$30,000.00	\$30,000.00		
BOND & INTEREST REDEMPTION FUND:			\$138,314.56	\$360,566.97
Property Tax	\$126,914.27	\$327,629.20		
License Excise Tax	\$10,244.85	\$29,581.26		
Financial Institution Tax	\$0.00	\$254.01		
CVET(Commercial Vehicle Excise)	\$1,155.44	\$3,102.50		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$12,720.00	\$12,720.00
CAPITAL PROJECTS FUND:			\$113,488.46	\$300,664.72
Interest Earned	\$629.82	\$8,715.20		
Property Tax	\$103,555.31	\$265,932.42		
License Excise Tax	\$8,359.30	\$23,278.36		
Financial Institution Tax	\$0.00	\$207.26		
CVET(Commercial Vehicle Excise)	\$944.03	\$2,531.48		
TRAVEL/HOSPITALITY FUND:-			\$0.00	\$199.56
LEVY EXCESS FUND:-			\$126,347.74	\$210,656.74
SALES TAX:-			\$1.54	\$18.25
CONSTRUCTION FUND: (Interest Earned)-			\$85.95	\$1,740.06
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$988,105.73	\$2,924,258.54

WITHHOLDING ACCOUNT FUNDS:

			\$30,730.87	\$335,838.87
FIT Tax Collected	\$6,770.29	\$69,533.68		
FICA Collected	\$6,570.68	\$76,449.26		
State Tax Collected	\$3,378.33	\$36,633.64		
County Tax Collected	\$2,289.80	\$26,515.44		
Deferred Comp Plan	\$2,520.00	\$30,405.95		
Pre-tax Insurance Plans	\$2,855.89	\$29,242.40		
Life Insurance	\$105.00	\$1,704.52		
PERF	\$2,195.29	\$26,747.47		
Garnishments	\$0.00	\$0.00		
Credit Union	\$4,045.59	\$38,606.51		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$1,018,836.60	\$3,260,097.41

Voucher List
Jasper County Public Library

Report Date: From 1/1/2010 To 1/11/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29045	1	AARON'S LAWN CARE	1/11/2010	Snow plowing/salting, 12/09-12/28/09 @ Wh. & DeM Libraries	\$510.00
29046	2	ABC-CLIO, LLC	1/11/2010	Pop Culture Universe 13 month online subscription, 2/2/10-3/5/11	\$810.00
29047	3	ACE HARDWARE	1/11/2010	Outdoor Storage Rm Keys, CD rack hardware, door stops @ DeM.	\$40.22
29048	4	ANTHEM BLUE CROSS & BLUE	1/11/2010	Administrative COBRA services-2010 (18 participants)	\$324.00
29049	5	BAKER & TAYLOR	1/11/2010	Books, Continuations, AV	\$1,983.80
29050	6	BLUETARP FINANCIAL, INC	1/11/2010	Sidewalk caulk, roof sealant, concrete mix, grinding wheel-Rens. Lib.	\$20.74
29051	7	BOYCE FORMS/SYSTEMS	1/11/2010	4 General Receipt Books-numbered	\$124.44
29052	8	CAPITAL ONE BANK (USA), NA	1/11/2010	PLA registration-Kooy, B. Thompson; Mtg. Expenses; Rens. Staff Christmas Party expenses; children craft materials,	\$728.16
29053	9	CENTRAL STATES SALES CO	1/11/2010	Projector Bulb, small Ceiling spot lights, interior bulbs	\$123.08
29054	10	CULLIGAN OF KOUTS	1/11/2010	Water Cooler rental & Water-Wh. Lib.	\$46.60
29055	11	DEMCO	1/11/2010	Sherpa Desktop Ref refills; Bk Jackets;, Lib Logo Outdoor sign-DeM.	\$600.46
29056	12	DEREK J. DEJONG	1/11/2010	Mileage-recycling (Nov & Dec)	\$5.50
29057	13	DEZELAN-GDM INSURANCE A	1/11/2010	Director's & Officers Liability Annual Insurance Premium-2010	\$1,719.00
29058	14	DIANA KOOY	1/11/2010	2 Airline Tickets - 2010 PLA Conference (Kooy, B. Thompson)	\$762.40
29059	15	DUCKWALL-ALCO STORES, IN	1/11/2010	Cat Litter(salt substitute @ DeM); After-school supplies @ Wh. Lib.	\$38.99
29060	16	EDUCATION NETWORKS OF A	1/11/2010	Internet Connectivity & Traffic Prioritization-Dec 2009	\$1,110.00
29061	17	FASE-KALUF TV & APPLIANCE	1/11/2010	Telephone battery-System Adm.	\$16.99
29062	18	FASE'S WATER TREATMENT	1/11/2010	Redout-9 bags (DeM. Lib)	\$108.00
29063	19	FRED PRYOR SEMINARS	1/11/2010	Payroll Law 2010 Seminar, Lafayette IN. (Tobias), 1/25/10	\$199.00
29064	20	GA FOODS GROUP	1/11/2010	Staff Christmas Party-Rens. Supplies	\$41.97
29065	21	H.L. MOHLER & ASSOCIATES	1/11/2010	Prof Services - Reroof contract, Dec 2009	\$1,095.00
29066	22	INDIANA DEPT. OF WORKFOR	1/11/2010	4th Quarter 2009 Unemployment Compensation Pymt	\$308.54
29067	23	INDIANA STATE LIBRARY	1/11/2010	4th Qtr 2009 PLAC Card Sales	\$30.00
29068	24	INSPIRATIONAL DISTRIBUTOR	1/11/2010	Christian Book	\$14.35
29069	25	KAPER'S BUILDING MATERIAL	1/11/2010	Armstrong Ceiling Tiles-DeM. Lib.	\$118.22
29070	26	KNOWBUDDY RESOURCES	1/11/2010	Books	\$421.56
29071	27	LAFAYETTE BANK AND TRUS	1/11/2010	Lockbox Rental, 2010	\$50.00
29072	28	LEARNINGEXPRESS, LLC	1/11/2010	Learn-A-Test online database Subscription, 1/15/10-1/14/11	\$1,560.00
29073	29	LIBRARY OF CONGRESS	1/11/2010	Free Floating Subdivision 22nd Edition 2010	\$35.00
29074	30	McDANIEL FIRE SYSTEMS, IN	1/11/2010	Fire Alarm System Maintenance-2010, DeM & Rens. Libraries	\$900.00
29075	31	MELISSA J. WIDNER	1/11/2010	Volunteer Recognition - Rens. Lib.	\$10.00
29076	32	MIDWEST TAPE	1/11/2010	DVDs	\$72.96
29077	33	KOLORTECH, INC.	1/11/2010	3 cs.Fluorescent Tubes - DeM. Lib.	\$318.75
29078	34	OSBY WATER CONDITIONING	1/11/2010	Water Softener Chemicals-Wh. Lib.	\$118.00
29079	35	PUBLIC EMPLOYEES' RETIRE	1/11/2010	4th Qtr 2009 PERF contributions	\$23,702.49
29080	36	RENSSELAER REPUBLICAN	1/11/2010	Rens. Lib. Newspaper 13 month subscription, 1/11/10-2/5/11	\$116.00
29081	37	ROTARY CLUB of RENSSELAE	1/11/2010	Library Membership Dues-Nov & Dec. 2009	\$21.00
29082	38	ROEING CORPORATION	1/11/2010	1st Installment on Contract #47536	\$6,750.00
29083	39	SCHOLASTIC LIBRARY PUBLI	1/11/2010	Books	\$28.00

Printed on Monday, January 11, 2010

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29084	40	SHEILA MAXWELL	1/11/2010	Mileage: Mgmt - NICCL - Counterparts Mtgs, computer asst. trips; Mtg expenses	\$250.20
29085	41	TLC HOME IMPROVEMENTS, L	1/11/2010	Snow plowing/salting @ Rens. Lib, 12/7-12/31/09	\$647.50
29086	42	TRU-GREEN LIMITED PARTNE	1/11/2010	24 bags 50# Ice Melt	\$264.00
29087	43	VISION SERVICE PLAN- (IN)	1/11/2010	Vision Premium-January 2010	\$200.92
29088	44	WALL STREET JOURNAL	1/11/2010	2 yr subscription-Rens. Lib 2/5/10-2/4/12	\$499.00
29089	45	YVONNE DEL VECCHIO	1/11/2010	DVD & Mileage: Walking Bks, deliver newsletters & prog.advertisements	\$22.38
29035	46	ALLIED WASTE SERVICES #71	1/8/2010	Trash removal, Whtfld Lib, Jan 2010	\$52.84
29036	47	ANTHEM BLUE CROSS BLUE	1/8/2010	Jan Health Insurance Premium-18 employees	\$9,114.90
29037	48	ANTHEM LIFE	1/8/2010	January Life Ins. Premium	\$95.39
29038	49	BANK OF NEW YORK	1/8/2010	2004 Bond Payment	\$160,952.50
29039	50	FIRST TRUST CREDIT UNION	1/8/2010	Direct Deposits w/held from 08 Jan 10 Payroll	\$2,003.88
29040	51	GREAT-WEST RETIREMENT S	1/8/2010	Annuity w/held from 08JAN10 Payroll-7 participants	\$1,260.00
0	52	INDIANA DEPARTMENT OF RE	1/8/2010	State & County Taxes w/held 8Jan10 Payroll, ref #67753, Verif Code #35	\$5,668.13
0	53	IRS USA TAXPAYMENT	1/8/2010	FICA & Federal Tax w/held from 8JAN10 Payrolls - Ref #00889810	\$12,267.71
29041	54	OED OFFICE OF ENERGY & D	1/8/2010	4th Qtr Payment, 2009 - PFEED Loan of 2002	\$2,402.97
29042	55	TOWN OF DEMOTTE	1/8/2010	Dec Trash Pickup @ DeM. Lib	\$68.42
29043	56	TOWN OF WHEATFIELD SEW	1/8/2010	Sewer Service, Jan 2010	\$56.65
29044	57	USA TODAY	1/8/2010	Annual Newspaper Subscription-DeMotte Lib. Exp 1/12/11	\$190.00
0	58	PAYROLL	1/8/2010	PAYROLL	\$51,537.88
29090	59	JOSEPH ZELLON	1/11/2010	Courier Mileage, 12/16/09-12/31/09	\$297.00
29091	60	PREMIER WASTE & RECYCLI	1/11/2010	1st Qtr 2010 Trash Pick-up @ DeMotte	\$150.00
29092	61	CENTURYLINK	1/11/2010	Local Phones-Rens, Jan 2010	\$139.82
29093	62	NELCO	1/11/2010	Wheatfield Utilites, 12/3/09-1/4/10	\$1,944.62
29094	63	NELCO	1/11/2010	DeMotte Utilities, 12/4/09-1/7/2010	\$1,155.55

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$296,225.48

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 11, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$296,225.48

Date this 11th January, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

FEB.

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**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 8, 2010, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of January Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policy Review (R 10 & R 12)
2010 Staff Development Day (R 12)

General Business

Wheatfield Library Roof (R 12)
Annual Report of Rensselaer Librarian
and Youth Specialist (R 13)
Board Committees List (R 13)

Information

Information
Information

Director's Report (R 12-R 16)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees

6:00 PM

January 11, 2010

Rensselaer Library

Present: Jody Melton, Deana George, Susan Deardorff, Mari Anne Sayler, Natalie Waling, Timothy Schultz Jr., Janet Umlauf, Patricia Stringfellow, & Gail Jung, Kent Mahnesmith, Harry L. Mohler.

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library was elected to the same positions as the officers for the Library Board of Finance on a motion by S. Deardorf, seconded by N. Waling. Motion passed.

The Annual Director's Financial Report was presented and reviewed. There were no investments during 2009 because the Repurchase Agreement (Sweep Account) earned as much as any CDs were.

The 2010 Accounting Practices, Resolution to Pay Bills with Prior Approval, and to use the Rensselaer Republican and Kankakee Valley Post-News as the library's newspapers to advertise legal notices were approved on a motion by M. Sayler, seconded by N. Waling. Motion passed.

With no further business S. Deardorff moved, seconded by M. Sayler, to adjourn the Board of Finance Meeting at 6:10 PM.

MONTHLY BOARD MEETING

Board President J. Melton opened the meeting with a moment of silence.

Agenda & Consent Agenda Approval: The Consent Agenda items, December Board Minutes, bills/financial reports, 2010 Salary Ordinance, Workshop Request, and Circulating Software Policy, were approved on a motion by S. Deardorff, seconded by N. Waling. Motion passed. The Agenda was amended to add the DeMotte Library Roof Report on a motion by T. Schultz, seconded by M. Sayler. Motion was unanimously approved.

Oaths of Office: N. Waling was reappointed to the board for a second term and J. Umlauf was appointed to complete the term of J. Floyd. They both signed and took their Oath of Office.

Art Work: A painting by Delcie Martin was donated to the DeMotte Library. N. Waling moved, seconded by D. George, to accept the painting and display it at the DeMotte Library. Motion approved.

Wheatfield Library Roof Update: Our attorney, Kent Mahnesmith, sent a letter to Luther Mock on January 6, 2010, enlisting his services at no charge to review documents surrounding the Wheatfield roof problems and render an opinion. Mr. Mock comes highly recommended as a roofing consultant with an abundance of expertise and professional services including complex roofing design and moisture issues. The KV School Corporation used him to resolve their roof problems. K. Mahnesmith should have his report by the next board meeting.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. T. Schultz completed a Conflict of Interest form that will be filed with the State Board of Accounts and County Clerk's office. This form is filed annually.

LSTA Technology Grant: The library is applying for an LSTA Grant to fund implementation of TV Cable service at all three libraries. This is an action in our board approved Long Range Plan. The Wheatfield Library was built as cable-ready. The library would have to contribute 10% toward the cost of the project. The deadline for submitting the paperwork is Thursday, Jan 14, 2010.

Committee Assignments: The President will send the committee assignments to P. Stringfellow to email to the rest of the board later this week.

Director's Report: This is the year we will be soliciting quotes for building insurance. We do this every three years rather than two to obtain a better rate.

Andree Builders is almost finished with the building repairs from the truck incident. We are waiting on the exterior building lettering and shelving units to be delivered. The bricks for the exterior are 1/16" smaller than the original ones and the color is a very close match which is the best that we can expect after a lapse of 17 years.

The Technical Services Librarian position was posted in December and we have received many promising resumes. The earliest we can fill this position is in February due to earned vacation time being paid out to J. Douthit until that time.

IDEM sent the library a notice announcing the establishment of the Jasper County Regional Water and Sewer District. They will be focusing on three projects: extending sewer and water lines to I-65 (Exit 215 & 205) along State Rd 114 West and 231 towards Remington, and in DeMotte to the east on State Rd 10 to KV School.

The library's homepage will be updated with biographical information provided by our newest board member, J. Umlauf.

The Board recessed for 20 minutes to allow H. L. Mohler time to arrive to present his report.

The board resumed the meeting at 7:00 PM.

DeMotte Roof Report/Change Order: H. L. Mohler inspected the DeMotte roof on December 17th and at that time a few items still remained open on the punch list. The Pay Application for January 7, 2010 includes nine change orders amounting to \$8704.20. We had set aside \$4000 in contingencies to go toward any changes during the project. H. L. Mohler was aware of these changes as they had occurred. An itemized list was presented in depth with accompanying pictures. With these change orders the total cost of the project is at \$203,817.20. On a motion by S. Deardorff the change orders were approved. D. George seconded the motion. P. Stringfellow was authorized to sign the Certificate of Substantial Completion of punch list items

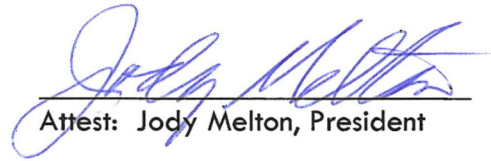
and change order documents. The date of substantial completion is instrumental in determining the warranty period. The retainage of \$10,190.86 will not be released until after the punch list has been completed and approved.

It should be noted that ice is hanging from the roof's edge. The contractor and architect agreed that this is a common occurrence that is not normally visible. It is visible now because of the additional decking that created a larger distance between the gutter and the roof's lip.

Future Agenda Items: Wheatfield roof

Adjournment: With no further matters for discussion N. Waling moved to adjourn at 7:20 PM.


Susan Deardorff, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
January 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	1	0	0	1
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	15	2	1	18
Award Winning non-fiction (DAWN)	2	0	0	2
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	55	3	5	63
Books on CD (DBKCD)	155	4	5	164
Books on Tape (DBKT)	4	1	0	5
Compact Disc (DCD)	549	12	3	564
Digital Audiobooks (DDA)	4	0	0	4
DVD (DDVD)	1871	15	7	1893
Equipment (DEQP)	159	0	0	159
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	74	0	0	74
Fiction (DFIC)	908	29	22	959
Fiction Fantasy (DFICF)	21	1	0	22
Fiction Mystery (DFICM)	135	7	6	148
Fiction New (DFICNEW)	576	19	9	604
Fiction Science Fiction (DFICSF)	15	1	0	16
Fiction Western (DFICW)	32	3	0	35
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	34	10	0	44
Hanging Bags (DHANG)	16	4	0	20
ILL (DILL)	64	2	0	66
Internet (DINTER)	1377	0	0	1377
Juv. Audio book (DJAUSB)	20	0	1	21
Juv. Biography (DJBIO)	18	20	0	38
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	34	0	0	34
Juvenile Easy (DJE)	739	11	6	756
Juv. Easy Non-fiction (DJENF)	40	0	1	41
Juv. Easy Reader (DJER)	479	4	4	487
Juv. Fiction (DJFIC)	391	13	3	407
Juv. Holiday books (DJHOL)	61	0	0	61
Juv. Magazine (DJMAG)	42	0	0	42
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	283	19	8	310
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	147	0	1	148
Large Print Fiction (DLPF)	161	3	2	166

Large Print Nonfic (DLPNF)	11	1	0	12
Magazine (DMAG)	855	0	3	858
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	22	1	0	23
Nonfiction 100 (DNF100)	25	8	0	33
Nonfiction 200 (DNF200)	44	1	0	45
Nonfiction 300 (DNF300)	118	1	1	120
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	30	1	0	31
Nonfiction 600 (DNF600)	305	15	7	327
Nonfiction 700 (DNF700)	151	4	4	159
Nonfiction 800 (DNF800)	44	3	2	49
Nonfiction 900 (DNF900)	92	5	0	97
Nonfiction DVD (DNFDVD)	54	1	1	56
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	164	6	8	178
Nonfiction VHS (DNFVHS)	12	0	0	12
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	1	1
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	5	0	0	5
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	0	1	5
Software (DSWAR)	104	2	0	106
Vertical File (DVF)	3	0	0	3
VHS (DVHS)	344	1	0	345
YA Audio book (DYAUDB)	4	1	1	6
YA Biography (DYAB)	2	1	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	264	6	11	281
YA Nonfiction (DYANF)	12	1	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	16	0	0	16
Award Winner JBIO (RAJBIO)	0	1	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	50	1	55
Books on CD (RBKCD)	3	183	1	187
Books on Tape (RBKT)	0	32	0	32
Compact Disc (RCD)	10	347	3	360
Digital Audiobooks (RDA)	0	6	0	6
DVD (RDVD)	10	2411	18	2439
Equipment (REQP)	0	42	0	42
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	39	0	39
Fiction (RFIC)	24	1001	44	1069
Fiction New (RFICNEW)	8	392	7	407
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	81	2	83

Hanging Bag (RHANG)	0	13	0	13
ILL (RILL)	0	54	0	54
Internet (RINTER)	0	1969	0	1969
Juv. Audio book (RJAUDB)	2	10	0	12
Juv. Biography (RJBIO)	0	62	3	65
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	42	0	42
Juvenile Easy (RJE)	6	678	7	691
Juv. Easy Non-fiction (RJENF)	0	41	0	41
Juv. Easy Reader (RJER)	1	230	1	232
Juv. Fiction (RJFIC)	15	404	9	428
Juv. Magazine (RJMAG)	0	24	0	24
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	345	14	367
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	4	0	4
Juv. Toddler (RJTOD)	0	92	0	92
Large Print Fiction (RLPF)	13	209	7	229
Large Print Nonfic (RLPNF)	3	15	0	18
Magazine (RMAG)	0	510	1	511
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	9	0	10
Non-Fiction 100 (RNF100)	1	28	0	29
Non-Fiction 200 (RNF200)	3	72	0	75
Non-Fiction 300 (RNF300)	9	64	0	73
Non-Fiction 400 (RNF400)	1	8	0	9
Non-Fiction 500 (RNF500)	0	23	0	23
Non-Fiction 600 (RNF600)	10	299	17	326
Non-Fiction 700 (RNF700)	4	68	4	76
Non-Fiction 800 (RNF800)	1	25	0	26
Non-Fiction 900 (RNF900)	3	49	1	53
Nonfiction DVD (RNFDVD)	1	138	1	140
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	13	227	9	249
Nonfiction VHS (RNFVHS)	0	28	0	28
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	10	0	10
Software (RSWAR)	1	87	0	88
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	1	134	1	136
YA Audio book (RYAUDB)		8	1	
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	12	168	8	188
YA Nonfiction (RYANF)	0	22	0	22
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	5	27	35
Books on CD (WBKCD)	5	10	155	170
Books on Tape (WBKT)	1	4	9	14
Compact Disc (WCD)	11	8	362	381
Digital Audiobooks (WDA)	0	0	4	4
DVD (WDVD)	8	14	1767	1789
Equipment (WEQP)	0	0	28	28
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	39	39
Fiction (WFIC)	53	37	421	511
Fiction Fantasy (WFICF)	0	2	9	11
Fiction Mystery (WFICM)	5	8	93	106
Fiction New (WFICNEW)	22	23	314	359
Fiction Science Fiction (WFICSF)	1	0	21	22
Fiction Western (WFICW)	0	1	0	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	6	2	11	19
Hanging Bags (WHANG)	1	1	14	16
ILL (WILL)	2	0	38	40
Internet (WINTER)	0	0	872	872
Juv. Audio book (WJAUDB)	3	0	7	10
Juv. Biography (WJBIO)	0	21	15	36
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	12	12
Juvenile Easy (WJE)	28	12	456	496
Juv. Easy Non-fiction (WJENF)	1	1	39	41
Juv. Easy Reader (WJER)	4	4	107	115
Juv. Fiction (WJFIC)	19	11	323	353
Juv. Magazine (WJMAG)	0	0	34	34
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	14	288	308
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	3	120	123
Large Print Fiction (WLPF)	26	10	99	135
Large Print Nonfic (WLPNF)	2	1	9	12
Magazine (WMAG)	14	0	404	418
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	2	2	11	15
Non-Fiction 200 (WNF200)	1	0	14	15
Non-Fiction 300 (WNF300)	1	2	50	53
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	8	8
Non-Fiction 600 (WNF600)	8	3	195	206
Non-Fiction 700 (WNF700)	3	1	67	71
Non-Fiction 800 (WNF800)	1	0	2	3
Non-Fiction 900 (WNF900)	0	0	50	50
Nonfiction DVD (WNFDVD)	0	1	73	74
Nonfiction (WNFIC)	0	0	1	1

Nonfiction New (WNFNEW)	15	6	108	129
Nonfiction VHS (WNFVHS)	0	1	21	22
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	2	1	2	5
Software (WSWAR)	0	0	75	75
Vertical File (WVF)	0	0	8	8
VHS (WVHS)	2	2	292	296
YA Audio book (WYAUSB)	0	0	6	6
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	1	3	2	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	29	18	170	217
YA Nonfiction (WYANF)	5	1	28	34
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	11633	11234	7572	30430

CIRCULATION BY HOLDINGS CODE
January 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	1	0	0	1
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	15	2	1	18
Award Winning non-fiction (AWNF)	2	0	0	2
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	62	58	33	153
Books on CD (BKCD)	163	197	161	521
Books on Tape (BKT)	5	37	9	51
Compact Disc (CD)	570	367	368	1305
Digital Audiobooks (DA)	4	6	4	14
DVD (DVD)	1889	2440	1792	6121
Equipment (EQP)	159	42	28	229
See librarian (ERR)	0	0	0	0
Express Book (EXP)	74	39	39	152
Fiction (FIC)	985	1067	487	2539
Fiction Fantasy (FICF)	21	3	9	33
Fiction Mystery (FICM)	140	15	99	254
Fiction New (FICNEW)	606	434	330	1370
Fiction Science Fiction (FICSF)	16	1	21	38
Fiction Western (FICW)	32	4	0	36
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	40	93	13	146
Hanging Bags (HANG)	17	18	14	49
ILL (ILL)	66	56	38	160
Internet (INTR)	1377	1969	872	4218
Juv. Audio book (JAUDB)	25	10	8	43
Juv. Biography (JBIO)	18	103	18	139
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	34	42	12	88
Juvenile Easy (JE)	773	701	469	1943
Juv. Easy Non-Fiction (JENF)	41	42	40	123
Juv. Easy Reader (JER)	484	238	112	834
Juv. Fiction (JFIC)	425	428	335	1188
Juv. Holiday (JHOL)	61	0	0	61
Juv. Magazine (JMAG)	42	24	34	100
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	297	378	310	985
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	4	1	5
Juv. Toddler (JTOD)	147	95	121	363
Large Print Fiction (LPF)	200	222	108	530
Large Print Nonfic (LPNF)	16	17	9	42
Magazine (MAG)	869	510	408	1787
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	23	10	5	38
Non-Fiction 100 (NF100)	28	38	11	77
Non-Fiction 200 (NF200)	48	73	14	135
Non-Fiction 300 (NF300)	128	67	51	246
Non-Fiction 400 (NF400)	6	8	1	15
Non-Fiction 500 (NF500)	30	24	8	62
Non-Fiction 600 (NF600)	323	317	219	859
Non-Fiction 700 (NF700)	158	73	75	306
Non-Fiction 800 (NF800)	46	28	4	78
Non-Fiction 900 (NF900)	95	54	51	200
Non-Fiction DVD (NFDVD)	55	140	75	270
Nonfiction (NFIC)	0	0	1	1
Nonfiction New (NFNEW)	192	239	125	556
Nonfiction VHS (NFVH)	12	29	21	62
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	0	1	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	0	0	5
Reference (REF)	126	66	52	244
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	11	3	20
Software (SWAR)	105	89	75	269
Vertical File (VF)	3	2	8	13
VHS	347	137	293	777
YA Audio book (YAUDB)	4	9	8	21
YA Biography (YAB)	2	3	1	6

YA Books on CD (YABKCD)	1	3	2	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	305	192	189	686
YA Nonfiction (YANF)	17	24	28	69
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	16	1	0	17
				0
Free reads	347	377	235	959
Games/Puzzles	0	9	0	9
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12106	11685	7859	31650

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2437	2163	1328	5928
Nonfiction	1355	1139	701	3195
CHILDREN'S BOOKS				
Fiction	1845	1464	1038	4347
Nonfiction	424	527	369	1320
YA BOOKS				
Fiction	345	285	202	832
Nonfiction	19	27	29	75
Magazines, Adult	869	510	408	1787
Magazines, Children	42	24	34	100
Sound Recordings, adult	747	619	552	1918
Sound Recordings, ch	76	70	34	180
Online databases	0	0	0	0
Software	105	89	75	269
Vertical file	3	2	8	13
VHS/DVD	2303	2746	2181	7230
Equipment	159	42	28	229
Total	10729	9707	6987	27423
A-V Circulation	3231	3524	2842	9597
A-V Circulation as % of total	30.1%	36.3%	40.7%	35.0%

January 2010

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	

Fiction	133	3	2,437	56	76	2,163	60	2	1,328	5,928
Nonfiction	83	75	1,355	80	38	1,139	29	34	701	3,195

Fiction	84	31	1,845	42	0	1,464	29	6	1,038	4,347
Nonfiction	19	1	424	13	1	527	2	0	369	1,320

Fiction	26	0	345	26	2	285	2	0	202	832
Nonfiction	0	0	19	2	0	27	0	0	29	75

Magazines,Adult	869	510	408	1,787
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Magazines, Child	42	24	34	100
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Games, Toys	0
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Sound Rec/Adult	0	1	747	12	14	619	1	0	552	1.918
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Sound Rec/Child	3	0	76	0	0	70	1	0	34	180
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[illegible]

Software	0	1	105	0	0	89	0	0	75	269
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Vertical Files	0	0	3	0	0	2	0	0	8	13
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VHS/DVD	2	3	2.303	7	419	2.746	4	2	2.181	7.230
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Equipment	159	42	28	229
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TOTAL	350	115	10.729	238	550	9.707	128	44	6.987	27.423
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WHEATFIELD

Total Materials Owned	69,539	58,923	44,850
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Circulation Increase/Decrease	4.0%	-9.3%	2.1%
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[illegible]

% change

Current month's Circulation	27,860	27,423	-1.6%
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Jan. to date circulation	27,860	27,423	-1.6%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
19,015	19,145	11,485	11,465	12,508	12,566 Fiction
18,169	18,177	19,203	19,245	9,892	9,887 Nonfiction
					CHILDREN'S BKS
13,534	13,587	10,982	11,024	9,069	9,092 Fiction
8,769	8,787	5,982	5,994	5,110	5,112 Nonfiction
					YA BOOKS
2,293	2,319	2,253	2,277	1,864	1,866 Fiction
484	484	679	681	166	166 Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,662	2,661	3,137	3,135	2,983	2,984 Sound Rec/Adult
591	594	428	428	555	556 Sound Rec/Child
25	25	16	16	1	1 Online Databases
338	337	353	353	166	166 Software
3	3				Vertical Files
3,302	3,301	4,555	4,143	2,395	2,397 VHS/DVD
119	119	142	142	57	57 Equipment
69,304	69,539	59,235	58,923	44,766	44,850 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	231	50	224	49	365	79	820	178
LOCAL HISTORY								
In person	4	1	5	1	4	1	13	4
Letters written	0	0	11	11	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1377	57	1969	82	872	36	4218	176
Computer software used	199	17	142	12	87	7	428	36
VCR Use		0	1	0	1	0	2	0
Microforms	0	0	0	0	0	0	0	0
CD ROM/Online databases	91	8	279	23	97	8	467	39
Typewriter use	1	0	1	0	1	0	3	0
Other equipment used	2	1	0	0	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	24	24	12	8	0	0	36	24
Notarized documents	1	0	10	3	0	0	11	3
Meeting Room Use (no. of group	55	18	50	17	25	8	130	43
Study room use	17	1	54	5	24	2	95	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	14	0	3	0	17	0
Pull Requests	0	0	4	4	0	0	4	24
IN-HOUSE USE ITEMS	86		377		166		629	
WIRELESS USE via patron owned pcs	186		171		106		463	
SELF-CHECKOUT USE	215		429		500		1144	
INTERLIBRARY LOANS								
Requests made for:	127	32	83	21	52	13	262	66
Items rec'd for:	126	63	66	33	52	26	244	122
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8143	8202	4536	20881
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	381	388	91	860
Number of New Patrons Added	65	38	43	
Number of Patron Cards Expired	1	2	0	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	0	0	0	0	1	6
Children's Programs (0-13)	9	54	12	72	9	54	30	180
Number attending	222		106		218		546	
YA Programs (14-17)	1	6	1	6	0	0	2	12
Number attending	7		4		0		11	
Adult Programs	4	24	5	30	0	0	9	54
Number attending	151		56		11		218	
Senior Citizen Programs	4	24	7	42	3	18	14	84
Number attending	34		68		13		115	
Total Number of Programs	19	114	25	150	12	72	56	336
Total Persons Attending	414		234		242		890	
Total Attending Same Month Last	331		277		216		824	
Total Staff Hours Spent		386		418		253	1057	1069
Total Number of In-House Program	14		20		7		41	
Total Attendance	291		149		55		495	
Total Number of Outreach Program	5		5		5		15	
Total Attendance	123		85		187		395	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7736	73.0%	6626	68.4%	4646	67.0%	19008	69.8%
Corporate	42	0.4%	111	1.1%	0	0.0%	153	0.6%
Juvenile 0-11	258	2.4%	318	3.3%	95	1.4%	671	2.5%
Juvenile-AV	1246	11.8%	1014	10.5%	1052	15.2%	3312	12.2%
Nonresident No Fee	104	1.0%	124	1.3%	152	2.2%	380	1.4%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	59	0.6%	0	0.0%	59	0.2%
Reciprocal Adult	342	3.2%	210	2.2%	131	1.9%	683	2.5%
Reciprocal Juvenile	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Juvenile AV	25	0.2%	20	0.2%	0	0.0%	45	0.2%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	1	0.0%	0	0.0%	3	0.0%	4	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	53	0.5%	0	0.0%	53	0.2%
Staff	554	5.2%	743	7.7%	639	9.2%	1936	7.1%
Walking books	54	0.5%	89	0.9%	0	0.0%	143	0.5%
YA 12-17	46	0.4%	26	0.3%	49	0.7%	121	2.4%
YA-AV	195	1.8%	286	3.0%	168	2.4%	649	2.4%
Total	10603		9681		6935		27219	
All items borrowed by nonresidents	472	4.5%	468	4.8%	286	4.1%	1226	4.5%

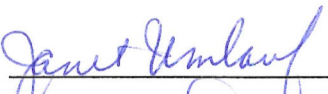
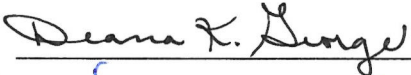
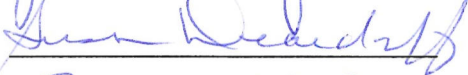
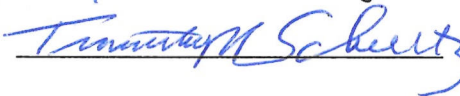
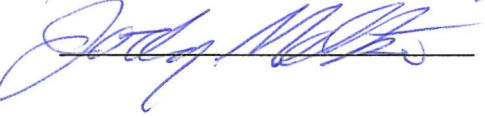
**Salary Ordinance 2010
Updated 2/8/10**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Jenna Lewandowski	Page	\$7.25	2/5/10	10	D
Deb Kristoff	Clerk	\$9.40	2/1/10	14	W

Jenna Lewandowski has been hired as a page, replacing Aaron Griffin, who resigned.

Deb Kristoff has been hired to replaceCarolynn DeVries who used to hold two positions in our system-clerk and Library Assistant. She has resigned her clerk role due to an increase in hours as an assistant. She will continue as a Library Assistant.

We have examined and approved the changes to the 2010 Jasper County Public Library Salary Ordinance. Dated 2/8/10

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave.

PLEASE

No eating (except in meeting rooms or coffee café)
No use of alcohol or illegal drugs on library property
No use of tobacco products in the library
No running, throwing, fighting
No loud or abusive language

No guns or other weapons on library property (except on the person of law enforcement officials)

No bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.

No sleeping or bathing in the library

No soliciting except in support of the library and sanctioned library activities. Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except assistive animals

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons we recommend that children age ~~seven~~ **ten** and under not be left unattended in the library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoy the facility.

8/94; last revised 2/06; last reviewed 4/09; revised 2/10

JCPL FINANCIAL STATEMENT

January 31, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$158,189.11	\$158,189.11	\$71,598.06	\$71,598.06	\$534,599.68
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$7,026.05	\$252.96	\$252.96	\$116.00	\$116.00	\$6,889.09
DeMotte	\$1,410.73	\$54.50	\$54.50	\$81.00	\$81.00	\$1,437.23
Rensselaer	\$3,435.04	\$183.41	\$183.41	\$35.00	\$35.00	\$3,286.63
Wheatfield	\$2,180.28	\$15.05	\$15.05	\$0.00	\$0.00	\$2,165.23
Library Improvement Reserve Fund	\$217,059.63	\$23,243.84	\$23,243.84	\$164.09	\$164.09	\$193,979.88
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$160,952.50	\$160,952.50	\$0.00	\$0.00	(\$9,224.05)
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$1,095.00	\$1,095.00	\$0.00	\$0.00	\$92,505.90
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$1,060.00	\$1,060.00	\$0.00	\$0.00	\$9,051.97
Capital Projects Fund	\$776,883.86	\$0.00	\$0.00	\$638.31	\$638.31	\$777,522.17
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$0.00	\$158,523.15
Sales Tax	\$18.35	\$18.16	\$18.16	\$1.34	\$1.34	\$1.53
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$85.92	\$85.92	\$183,583.46
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,719.90	\$7,719.90	\$7,719.90	\$7,719.90	\$0.00
FICA Tax Collected	\$0.00	\$7,011.11	\$7,011.11	\$7,011.11	\$7,011.11	\$0.00
State Tax Collected	\$3,378.33	\$3,378.33	\$3,378.33	\$3,417.39	\$3,417.39	\$3,417.39
County Tax Collected	\$2,289.85	\$2,289.80	\$2,289.80	\$2,407.65	\$2,407.65	\$2,407.70
Deferred Comp.	\$0.00	\$2,520.00	\$2,520.00	\$2,520.00	\$2,520.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,859.13	\$2,859.13	\$2,832.18	\$2,832.18	(\$1.53)
Employee Life Insur.	\$0.00	\$114.00	\$114.00	\$129.08	\$129.08	\$15.08
Employee P.E.R.F.	\$6,547.40	\$6,547.40	\$6,547.40	\$2,353.14	\$2,353.14	\$2,353.14
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,960.41	\$3,960.41	\$3,960.41	\$3,960.41	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$381,241.65	\$381,241.65	\$104,954.58	\$104,954.58	\$1,955,834.56

Bank Balances
Jasper County Public Library
Report as of: 1/31/2010

<i>Bank</i>		
1	Alliance Bank	\$1,573,618.22
2	Demotte State Bank	\$4,443.00
3	Alliance Bank-LIRF Acct	\$193,979.88
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,583.46
7		
8		
9		
10		
11		

Total all banks = **\$1,955,834.56**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
130	\$24,730.50

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/2010 To 1/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,680.87	\$4,680.87	\$52,041.13	8.3
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$84,511.26	\$84,511.26	\$890,588.74	8.7
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,287.69	\$5,287.69	\$60,914.31	8.0
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$7,011.11	\$7,011.11	\$76,987.89	8.3
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$308.54	\$308.54	\$6,414.46	4.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$17,155.09	\$17,155.09	\$52,350.91	24.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,575.28	\$6,575.28	\$87,674.72	7.0
Subtotal	\$1,352,502.00		\$1,352,502.00	\$125,529.84	\$125,529.84	\$1,226,972.16	9.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$124.44	\$124.44	\$145.56	46.1
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$11,000.00	0.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$1,033.72	\$1,033.72	\$3,966.28	20.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$118.22	\$118.22	\$881.78	11.8
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$542.51	\$542.51	\$12,457.49	4.2
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$37,420.00		\$37,420.00	\$1,818.89	\$1,818.89	\$35,601.11	4.9
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$324.00	\$324.00	\$6,093.00	5.0
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$259.55	\$259.55	\$3,940.45	6.2
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,702.59	\$1,702.59	\$19,297.41	8.1
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$685.55	\$685.55	\$7,314.45	8.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$37.04	\$37.04	\$1,762.96	2.1
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.0
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$1,719.00	\$1,719.00	\$24,281.00	6.6
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$3,133.06	\$3,133.06	\$46,866.94	6.3
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,289.94	\$5,289.94	\$64,710.06	7.6
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$113.25	\$113.25	\$1,886.75	5.7
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$491.44	\$491.44	\$4,258.56	10.3
3.61 BUILDING & STRUCTURES	\$52,057.00	\$0.00	\$52,057.00	\$3,560.47	\$3,560.47	\$48,496.53	6.8
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$59.95	\$59.95	\$190.05	24.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$21.00	\$21.00	\$2,379.00	0.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$7,700.00	\$7,700.00	\$75,145.00	9.3
Subtotal	\$383,114.00		\$383,114.00	\$25,096.84	\$25,096.84	\$358,017.16	6.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$57.95	\$57.95	\$12,692.05	0.5
4.51 BOOKS	\$142,210.00	\$0.00	\$142,210.00	\$2,285.95	\$2,285.95	\$139,924.05	1.6
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$805.00	\$805.00	\$20,327.00	3.8
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$2,594.64	\$2,594.64	\$75,505.36	3.3
Subtotal	\$254,192.00		\$254,192.00	\$5,743.54	\$5,743.54	\$248,448.46	2.3
Grand Total	\$2,027,228.00	\$0.00	\$2,027,228.00	\$158,189.11	\$158,189.11	\$1,869,038.89	7.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 1/1/2010 To 1/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$230,000.00	\$0.00	\$230,000.00	\$115,000.00	\$115,000.00	\$115,000.00	50.0
3.82 INTEREST-BONDS	\$89,749.00	\$0.00	\$89,749.00	\$45,952.50	\$45,952.50	\$43,796.50	51.2
Subtotal	\$320,379.00		\$320,379.00	\$160,952.50	\$160,952.50	\$159,426.50	50.2
Grand Total	\$320,379.00	\$0.00	\$320,379.00	\$160,952.50	\$160,952.50	\$159,426.50	50.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 1/1/2010 To 1/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$20,000.00	\$24,730.50	\$44,730.50	\$23,243.84	\$23,243.84	\$21,486.66	52.0
Subtotal	\$30,000.00	\$24,730.50	\$54,730.50	\$23,243.84	\$23,243.84	\$31,486.66	42.5
Grand Total	\$30,000.00	\$24,730.50	\$54,730.50	\$23,243.84	\$23,243.84	\$31,486.66	42.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 1/1/2010 To 1/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,316.00	\$0.00	\$18,316.00	\$0.00	\$0.00	\$18,316.00	0.0
Subtotal	\$18,916.00		\$18,916.00	\$0.00	\$0.00	\$18,916.00	0.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$29,194.00	\$0.00	\$29,194.00	\$0.00	\$0.00	\$29,194.00	0.0
4.53 NONPRINTED MATERIALS	\$1,890.00	\$0.00	\$1,890.00	\$0.00	\$0.00	\$1,890.00	0.0
Subtotal	\$31,084.00		\$31,084.00	\$0.00	\$0.00	\$31,084.00	0.0
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 1/1/2010 To 1/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$1,095.00	\$1,095.00	(\$1,095.00)	0.0
3.26 NETWORKING	\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$10,300.00	0.0
3.61 BUILDING & STRUCTURES	\$56,000.00	\$0.00	\$56,000.00	\$0.00	\$0.00	\$56,000.00	0.0
Subtotal	\$66,300.00		\$66,300.00	\$1,095.00	\$1,095.00	\$65,205.00	1.7
Grand Total	\$66,300.00	\$0.00	\$66,300.00	\$1,095.00	\$1,095.00	\$65,205.00	1.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 1/1/2010 To 1/31/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29045	1	AARON'S LAWN CARE	1/11/2010	Snow plowing/salting, 12/09-12/28/09 @ Wh. & DeM Libraries	\$510.00
29046	2	ABC-CLIO, LLC	1/11/2010	Pop Culture Universe 13 month online subscription, 2/2/10-3/5/11	\$810.00
29047	3	ACE HARDWARE	1/11/2010	Outdoor Storage Rm Keys, CD rack hardware, door stops @ DeM.	\$40.22
29048	4	ANTHEM BLUE CROSS & BLU	1/11/2010	Administrative COBRA services-2010 (18 participants)	\$324.00
29049	5	BAKER & TAYLOR	1/11/2010	Books, Continuations, AV	\$1,983.80
29050	6	BLUETARP FINANCIAL, INC	1/11/2010	Sidewalk caulk, roof sealant, concrete mix, grinding wheel-Rens. Lib.	\$20.74
29051	7	BOYCE FORMS/SYSTEMS	1/11/2010	4 General Receipt Books-numbered	\$124.44
29052	8	CAPITAL ONE BANK (USA), NA	1/11/2010	PLA registration-Kooy, B. Thompson; Mtg. Expenses; Rens. Staff Christmas Party expenses; children craft materials,	\$728.16
29053	9	CENTRAL STATES SALES CO	1/11/2010	Projector Bulb, small Ceiling spot lights, interior bulbs	\$123.08
29054	10	CULLIGAN OF KOUTS	1/11/2010	Water Cooler rental & Water-Wh. Lib.	\$46.60
29055	11	DEMCO	1/11/2010	Sherpa Desktop Ref refills; Bk Jackets;; Lib Logo Outdoor sign-DeM.	\$600.46
29056	12	DEREK J. DEJONG	1/11/2010	Mileage-recycling (Nov & Dec)	\$5.50
29057	13	DEZELAN-GDM INSURANCE A	1/11/2010	Director's & Officers Liability Annual Insurance Premium-2010	\$1,719.00
29058	14	DIANA KOOY	1/11/2010	2 Airline Tickets - 2010 PLA Conference (Kooy, B. Thompson)	\$762.40
29059	15	DUCKWALL-ALCO STORES, IN	1/11/2010	Cat Litter(salt substitute @ DeM); After-school supplies @ Wh. Lib.	\$38.99
29060	16	EDUCATION NETWORKS OF A	1/11/2010	Internet Connectivity & Traffic Prioritization-Dec 2009	\$1,110.00
29061	17	FASE-KALUF TV & APPLIANCE	1/11/2010	Telephone battery-System Adm.	\$16.99
29062	18	FASE'S WATER TREATMENT	1/11/2010	Redout-9 bags (DeM. Lib)	\$108.00
29063	19	FRED PRYOR SEMINARS	1/11/2010	Payroll Law 2010 Seminar, Lafayette IN. (Tobias), 1/25/10	\$199.00
29064	20	GA FOODS GROUP	1/11/2010	Staff Christmas Party-Rens. Supplies	\$41.97
29065	21	H.L. MOHLER & ASSOCIATES	1/11/2010	Prof Services - Reroof contract, Dec 2009	\$1,095.00
29066	22	INDIANA DEPT. OF WORKFOR	1/11/2010	4th Quarter 2009 Unemployment Compensation Pymt	\$308.54
29067	23	INDIANA STATE LIBRARY	1/11/2010	4th Qtr 2009 PLAC Card Sales	\$30.00
29068	24	INSPIRATIONAL DISTRIBUTOR	1/11/2010	Christian Book	\$14.35
29069	25	KAPER'S BUILDING MATERIAL	1/11/2010	Armstrong Ceiling Tiles-DeM. Lib.	\$118.22
29070	26	KNOWBUDDY RESOURCES	1/11/2010	Books	\$421.56
29071	27	LAFAYETTE BANK AND TRUS	1/11/2010	Lockbox Rental, 2010	\$50.00
29072	28	LEARNINGEXPRESS, LLC	1/11/2010	Learn-A-Test online database Subscription, 1/15/10-1/14/11	\$1,560.00
29073	29	LIBRARY OF CONGRESS	1/11/2010	Free Floating Subdivision 22nd Edition 2010	\$35.00
29074	30	McDANIEL FIRE SYSTEMS, IN	1/11/2010	Fire Alarm System Maintenance-2010, DeM & Rens. Libraries	\$900.00
29075	31	MELISSA J. WIDNER	1/11/2010	Volunteer Recognition - Rens. Lib.	\$10.00
29076	32	MIDWEST TAPE	1/11/2010	DVDs	\$72.96
29077	33	KOLORTECH, INC.	1/11/2010	3 cs.Fluorescent Tubes - DeM. Lib.	\$318.75
29078	34	OSBY WATER CONDITIONING	1/11/2010	Water Softener Chemicals-Wh. Lib.	\$118.00
29079	35	PUBLIC EMPLOYEES' RETIRE	1/11/2010	4th Qtr 2009 PERF contributions	\$23,702.49
29080	36	RENSSELAER REPUBLICAN	1/11/2010	Rens. Lib. Newspaper 13 month subscription, 1/11/10-2/5/11	\$116.00
29081	37	ROTARY CLUB of RENSSSELAE	1/11/2010	Library Membership Dues-Nov & Dec. 2009	\$21.00
29082	38	ROEING CORPORATION	1/11/2010	1st Installment on Contract #47536	\$6,750.00
29083	39	SCHOLASTIC LIBRARY PUBLI	1/11/2010	Books	\$28.00

Printed on Friday, January 22, 2010

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29084	40	SHEILA MAXWELL	1/11/2010	Mileage: Mgmt - NICCL - Counterparts Mtgs, computer asst. trips; Mtg expenses	\$250.20
29085	41	TLC HOME IMPROVEMENTS, L	1/11/2010	Snow plowing/salting @ Rens. Lib, 12/7-12/31/09	\$647.50
29086	42	TRU-GREEN LIMITED PARTNE	1/11/2010	24 bags 50# Ice Melt	\$264.00
29087	43	VISION SERVICE PLAN- (IN)	1/11/2010	Vision Premium-January 2010	\$200.92
29088	44	WALL STREET JOURNAL	1/11/2010	2 yr subscription-Rens. Lib 2/5/10-2/4/12	\$499.00
29089	45	YVONNE DEL VECCHIO	1/11/2010	DVD & Mileage: Walking Bks, deliver newsletters & prog.advertisements	\$22.38
29035	46	ALLIED WASTE SERVICES #71	1/8/2010	Trash removal, Whtfld Lib, Jan 2010	\$52.84
29036	47	ANTHEM BLUE CROSS BLUE	1/8/2010	Jan Health Insurance Premium-18 employees	\$9,114.90
29037	48	ANTHEM LIFE	1/8/2010	January Life Ins. Premium	\$95.39
29038	49	BANK OF NEW YORK	1/8/2010	2004 Bond Payment	\$160,952.50
29039	50	FIRST TRUST CREDIT UNION	1/8/2010	Direct Deposits w/held from 08 Jan 10 Payroll	\$2,003.88
29040	51	GREAT-WEST RETIREMENT S	1/8/2010	Annuity w/held from 08JAN10 Payroll-7 participants	\$1,260.00
0	52	INDIANA DEPARTMENT OF RE	1/8/2010	State & County Taxes w/held 8Jan10 Payroll, ref #67753, Verif Code #35	\$5,668.13
0	53	IRS USA TAXPAYMENT	1/8/2010	FICA & Federal Tax w/held from 8JAN10 Payrolls - Ref #00889810	\$12,267.71
29041	54	OED OFFICE OF ENERGY & D	1/8/2010	4th Qtr Payment, 2009 - PFEEP Loan of 2002	\$2,402.97
29042	55	TOWN OF DEMOTTE	1/8/2010	Dec Trash Pickup @ DeM. Lib	\$68.42
29043	56	TOWN OF WHEATFIELD SEW	1/8/2010	Sewer Service, Jan 2010	\$56.65
29044	57	USA TODAY	1/8/2010	Annual Newspaper Subscription-DeMotte Lib. Exp 1/12/11	\$190.00
0	58	PAYROLL	1/8/2010	PAYROLL	\$51,537.88
29090	59	JOSEPH ZELLON	1/11/2010	Courier Mileage, 12/16/09-12/31/09	\$297.00
29091	60	PREMIER WASTE & RECYCLI	1/11/2010	1st Qtr 2010 Trash Pick-up @ DeMotte	\$150.00
29092	61	CENTURYLINK	1/11/2010	Local Phones-Rens, Jan 2010	\$139.82
29093	62	NIPSCO	1/11/2010	Wheatfield Utilites, 12/3/09-1/4/10	\$1,944.62
29094	63	NIPSCO	1/11/2010	DeMotte Utilities, 12/4/09-1/7/2010	\$1,155.55
29095	64	MARIS AND SON, INC	1/11/2010	DeMotte Roof Contract for work completed through 1/7/2010	\$23,243.84
125	65	JASPER COUNTY PUBLIC LIB	1/11/2010	Transfer From LIRF for Roof Contract	\$23,243.84
29096	66	AFLAC	1/25/2010	January Supplemental Premium - B. Thompson, M. Molenaar, P. Woods	\$137.20
29097	67	CENTURYLINK	1/25/2010	Long Distance Calls for Wh(12/8-1/6),Ren (12/9-1/7),DeM (12/9-1/7)	\$57.17
29098	68	CENTURYLINK	1/25/2010	Local Phones-Wh, Jan 2010	\$62.56
29099	69	CITY OF RENSSELAER	1/25/2010	Utilities-Rens Lib, 12/8/09-1/11/10	\$3,743.32
29100	70	FIRST TRUST CREDIT UNION	1/25/2010	Direct Deposits w/held from 25 Jan 10 Payroll	\$1,956.53
29101	71	GREAT-WEST RETIREMENT S	1/25/2010	Annuity w/held from 25JAN10 Payroll-7 participants	\$1,260.00
0	72	IRS USA TAXPAYMENT	1/25/2010	FICA & Federal Tax w/held from 8 JAN 10 Payrolls - Ref #00217880	\$9,474.41
29102	73	JOSEPH ZELLON	1/25/2010	Courier Mileage, 1/1/10-1/15/10	\$300.00
29103	74	NIPSCO	1/25/2010	DeMotte Utilities, 12/4/09-1/7/2010	\$1,819.64
0	75	PAYROLL	1/25/2010	PAYROLL	\$42,941.94
29104	76	INDIANA DEPARTMENT OF RE	1/25/2010	Sales Tax collected in 2009	\$19.56

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$404,485.49

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, January 22, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$404,485.49

Date this 8th day of February, 20 10.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

January 31, 2010

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,849.36	\$2,849.36
DeMotte	\$941.20	\$941.20		
Rensselaer	\$1,229.81	\$1,229.81		
Wheatfield	\$678.35	\$678.35		
PHOTOCOPIES:			\$670.63	\$670.63
DeMotte	\$291.40	\$291.40		
Rensselaer	\$261.68	\$261.68		
Wheatfield	\$117.55	\$117.55		
INTEREST:			\$456.96	\$456.96
Checking/Repurchase/Savings/CD's	\$456.96	\$456.96		
TAXES:			\$67,330.08	\$67,330.08
Property Tax	\$0.00	\$0.00		
LOIT	\$11,453.67	\$11,453.67		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$48,552.58	\$48,552.58		
Local Option/Property Tax Repl.	\$7,323.83	\$7,323.83		
TAXABLE SALES:-			\$19.06	\$19.06
REFUNDS:			\$271.97	\$271.97
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$271.97	\$271.97		
Meeting Room Rental	\$0.00	\$0.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$71,598.06	\$71,598.06
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$116.00	\$116.00
DeMotte	\$81.00	\$81.00		
Rensselaer	\$35.00	\$35.00		
Wheatfield	\$0.00	\$0.00		
LIB. IMPROV. RESERVE FUND:			\$164.09	\$164.09
Interest Earned	\$164.09	\$164.09		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$638.31	\$638.31
Interest Earned	\$638.31	\$638.31		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		

HOST/HOSPITALITY FUND:-----	\$0.00	\$0.00
LEVY EXCESS FUND:-----	\$0.00	\$0.00
SALES TAX:-----	\$1.34	\$1.34
CONSTRUCTION FUND: (Interest Earned)-----	\$85.92	\$85.92
CASH CHANGE FUND	\$0.00	\$0.00
SUB-TOTAL (page 1)-----	\$72,603.72	\$72,603.72

WITHHOLDING ACCOUNT FUNDS:			\$32,350.86	\$32,350.86
FIT Tax Collected	\$7,719.90	\$7,719.90		
FICA Collected	\$7,011.11	\$7,011.11		
State Tax Collected	\$3,417.39	\$3,417.39		
County Tax Collected	\$2,407.65	\$2,407.65		
Deferred Comp Plan	\$2,520.00	\$2,520.00		
Pre-tax Insurance Plans	\$2,832.18	\$2,832.18		
Life Insurance	\$129.08	\$129.08		
PERF	\$2,353.14	\$2,353.14		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,960.41	\$3,960.41		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$104,954.58	\$104,954.58

Voucher List**Jasper County Public Library****Report Date: From 2/1/2010 To 2/26/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29105	77	AARON'S LAWN CARE	2/8/2010	Snow plowing/salting, 12/30/09-1/21/10 @ Wh. & DeM Libraries	\$1,360.00
29106	78	ACE HARDWARE	2/8/2010	Vinyl Runner @ DeM and Door Hold	\$83.78
29107	79	ACP DIRECT	2/8/2010	Epson Ink and Toner	\$278.75
29108	80	ALLIED WASTE SERVICES #71	2/8/2010	Trash removal, Whtfld Lib, Feb 2010	\$52.77
29109	81	ANDREE BUILDERS, INC	2/8/2010	Balance due from Truck Accident (no deductible) @ DeMotte	\$1,000.00
29110	82	ANGELA BARTON	2/8/2010	Mileage for B2B and Mgmt Mtg	\$67.00
29111	83	ANNABELLE R. THORPE	2/8/2010	Reimbursement for books found on our shelves.	\$25.90
29112	84	AVC CORPORATION	2/8/2010	2010 Annual Financial Computer Support	\$1,188.00
29113	85	BAKER & TAYLOR	2/8/2010	Books, Continuations, AV	\$3,097.04
29114	86	BECKY WIENER	2/8/2010	Reimbursement for returned book	\$15.00
29115	87	BIERMA HARDWARE, INC.	2/8/2010	Dust Mask, Flush Handle, Dry Wall Patch, Insulation, Duct Tape, Mouse Trap, Tank Bolts, Flush Valve	\$55.27
29116	88	BLUETARP FINANCIAL, INC	2/8/2010	Weatherstrip for Front Outside entry, Bathroom sealant & O-ring @ Rens.	\$19.76
29117	89	BOYCE FORMS/SYSTEMS	2/8/2010	Tax Forms	\$69.86
29118	90	BROAD REACH	2/8/2010	Books	\$71.80
29119	91	CAPITAL ONE BANK (USA), NA	2/8/2010	Ann. Gift, B2B expenses, Director's Mtg Expenses	\$117.71
29120	92	CARDINAL OFFICE PRODUCT	2/8/2010	Mtnce Contract, 10/21/09-1/21/10, DeMotte Workroom Copier DC 425n	\$235.39
29121	93	CARRIAGE PAPER PRODUCT	2/8/2010	Receipt Printer Paper	\$199.28
29122	94	CULLIGAN OF KOUTS	2/8/2010	Water Cooler rental -Wh. Lib.	\$9.95
29123	95	DEMCO	2/8/2010	13 Steel Book Supports	\$100.10
29124	96	DEPARTMENT OF HOMELAND	2/8/2010	Elevator Inspection	\$120.00
29125	97	DEX	2/8/2010	Qtly Pymt-Feb, March, & April 2010 White & Yellow page listings	\$85.50
29126	98	EDUCATION NETWORKS OF A	2/8/2010	Internet Connectivity & Traffic Prioritization-Jan 2010	\$1,110.00
29127	99	FASE'S WATER TREATMENT	2/8/2010	Redout-5 bags (DeM. Lib)	\$60.00
29128	100	GA FOODS GROUP	2/8/2010	Expenses for Third Thursday & Tuesday Movie Night	\$23.28
29129	101	GAIL JUNG	2/8/2010	Formula 409 and Disinfectant Wipes	\$15.00
29130	102	GALE	2/8/2010	Small Business Sourcebook,- Continuations	\$607.80
29131	103	GARDEN GATE	2/8/2010	Magazine-2 yr subsc-Rens. Lib (expiration 4/2010)	\$38.00
29132	104	HERITAGE OFFICE PRODUCT	2/8/2010	UPS Shipping, Nametags, Mita #2550 Copier Drum (Wh. Lib)	\$565.24
29133	105	HP PRODUCTS CORP.	2/8/2010	Odor Eliminator Spray, Vacuum Bags	\$76.10
29134	106	HR SPECIALIST	2/8/2010	HR Specialist Subscription, 3/1/10-2/28/11	\$97.00
29135	107	INDIANA DEPARTMENT OF EN	2/8/2010	Annual Public Water System Fee-DeM Lib	\$100.00
29136	108	JOURNAL AND COURIER	2/8/2010	Journal & Courier Subsc, 2/10/10-2/10/11 (Rens. Lib.)	\$156.54
29137	109	INFORMATION TODAY, INC.	2/8/2010	Computers In Libraries Conference, 4/12-14/2010, Melissa Widner	\$244.00
29138	110	INTELLIGENT CLEANING SYS	2/8/2010	Kitchen Roll Towels, Multifold Towels, Toilet Tissue	\$333.52
29139	111	JAMES R. LITTLE	2/8/2010	Water Line plumbing pieces per IDEM faucet regulations	\$8.66
29140	112	JASPER COUNTY HISTORICAL	2/8/2010	Book	\$10.00
29141	113	JASPER COUNTY HOSPITAL	2/8/2010	DeM. Lib Water Testing, Coliform & Nitrates, 1/10	\$34.00
29142	114	K.V.ELECTRIC	2/8/2010	Replacement of old timer, ballast in 2 parking lots, bulbs in 2 parking lots	\$961.08
29143	115	KONE, INC.	2/8/2010	1st Qtr Elevator Mtnce	\$464.04
29144	116	LINDA THOMPSON	2/8/2010	Books	\$12.44
29145	117	LOOKOUT BOOKS	2/8/2010	Books	\$186.60
29146	118	MIDWEST TAPE	2/8/2010	DVDs	\$223.85

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29147	119	MOOLENAAR SUPREME LAW	2/8/2010	2010 Annual Lawn Fertilization & Grub Control Applications- Dem, Rens, & Wh Lib	\$1,615.00
29148	120	MOVIE LICENSING USA	2/8/2010	Site Licenses for Movie Copyright Compliance, 2/1/10-1/31/11 - Wh & Ren Libraries (Lic #186929001)	\$480.00
29149	121	M W INSURANCE AGENCY	2/8/2010	Treasurer & Asst. Treasurer Bonds, 2010	\$150.00
29150	122	NANCY PHILLIPS	2/8/2010	Children's supplies for crafts and third Thursday Supplies	\$8.68
29151	123	NANETTE SPEACHT	2/8/2010	DVDs	\$19.99
29152	124	OFFICE DEPOT	2/8/2010	Counterfeit Pen and Toner	\$160.72
29153	125	PATTY STRINGFELLOW	2/8/2010	Mileage to Director's Mtg, Library Visit with TS candidate	\$69.50
0	126	PAYPAL	2/8/2010	Battery Pack for UPS	\$30.98
29154	127	PULASKI COUNTY PUBLIC LIB	2/8/2010	2010 Northwest Indiana Library Board Assoc. Mtg: J. Umlauf, S. Deardorff, P. Stringfellow, & G. Jung	\$92.00
29173	128	QUILL CORPORATION	2/8/2010	Adding machine tape, construction paper, contact paper, copy paper, markers, binder clips bic liner, paper clips, pens, labler refill	\$229.57
29156	129	RACHAEL CAVINDER	2/8/2010	Afterschool Program Expenses	\$7.66
29157	130	RCHS SPECIAL EDUCATION C	2/8/2010	Reimbursement for lost magazine	\$5.00
29158	131	RECORDED BOOKS, LLC	2/8/2010	Books	\$166.20
29159	132	RENSSELAER REPUBLICAN	2/8/2010	Wh. Lib. Newspaper annual subscription, 2/25/10-2/25/11	\$116.00
29160	133	SHARP SCHOOL SERVICES, I	2/8/2010	Mouse for computers	\$27.50
29161	134	SMART APPLE MEDIA	2/8/2010	Books	\$250.50
29162	135	SUE TOBIAS	2/8/2010	Expenses for Payroll Seminar	\$96.80
29163	136	THE LIBRARY CORPORATION	2/8/2010	Enhanced Content Renewal & Comm. Protocol	\$7,128.00
29164	137	THOMSON WEST	2/8/2010	Continuation Legal Forms	\$118.00
29165	138	TLC HOME IMPROVEMENTS, L	2/8/2010	Snow plowing/salting @ Rens. Lib, 1/7/10-1/27/10	\$770.00
29166	139	TRU-GREEN LIMITED PARTNE	2/8/2010	30 bags 50# Ice Melt	\$330.00
29167	140	UNIQUE MANAGEMENT SERVI	2/8/2010	December Initial & Secondary Placements	\$386.26
29168	141	VISION SERVICE PLAN- (IN)	2/8/2010	Vision Premium-February 2010	\$200.92
29169	142	WAL-MART COMMUNITY BRC	2/8/2010	DVDs, Children's Supplies	\$1,041.23
29170	143	ZIESE PLUMBING, HEATING, &	2/8/2010	Plumbing work for replacement of backflow preventor & flush valves	\$2,535.65
29171	144	FLEX-PAC INC	2/8/2010	Gleme glass cleaner , facial tissue, and garbage bags	\$244.16
29172	145	INDIANA DEPARTMENT OF EN	2/8/2010	Annual Public Water System Fee-Wheatfield Lib.	\$100.00
29174	146	ANTHEM BLUE CROSS BLUE	2/10/2010	Feb Health Insurance Premium-18 employees	\$9,064.56
29175	147	ANTHEM LIFE	2/10/2010	February Life Ins. Premium	\$96.09
29176	148	FIRST TRUST CREDIT UNION	2/10/2010	Direct Deposits w/held from 10 Feb 10 Payroll	\$2,027.67
29177	149	GREAT-WEST RETIREMENT S	2/10/2010	Annuity w/held from 10 Feb10 Payroll-7 participants	\$1,260.00
0	150	INDIANA DEPARTMENT OF RE	2/10/2010	State & County Taxes w/held 10 Feb 10 Payroll, ref #38304, Verif Code #30	\$5,825.04
0	151	IRS USA TAXPAYMENT	2/10/2010	FICA & Federal Tax w/held from 10 Feb 10 Payrolls - Ref #00697662	\$9,270.44
29178	152	JOSEPH ZELLON	2/10/2010	Courier Mileage, 1/16/10-1/31/10	\$300.00
29179	153	POST TRIBUNE PUBLISHING, I	2/10/2010	Annual Subscription, Rens. Lib, 1/27/10-1/25/11	\$117.00
29180	154	TOWN OF WHEATFIELD SEW	2/10/2010	Sewer Service, Feb 2010	\$56.65
29181	155	TOWN OF DEMOTTE	2/10/2010	Jan Trash Pickup @ DeM. Lib	\$68.42
0	156	PAYROLL	2/10/2010	PAYROLL	\$42,082.36
29182	157	NIPSCO	2/10/2010	Wheatfield Utilites, 1/4/10-2/1/10	\$1,594.64
29183	158	JASPER COUNTY PUBLIC LIB	2/5/2010	Purchase 6 month CD #400041737	\$500,000.00
29184	159	CENTURYLINK	2/8/2010	Local Phones-Rens, Feb 2010	\$139.01
29185	160	NIPSCO	2/8/2010	DeMotte Utilities, 1/8/2010-2/4/10	\$2,425.88

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$604,288.09

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 08, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$604,288.09

Date this 8th day of February, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MARCH

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 8, 2010, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policy Review (R 10 & R 20)

General Business

Capital Projects Fund (R11-R 17; R 20)
Wheatfield Library Roof (R 20)

Action
Information

Director's Report (R20-R24)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees

6:00 PM

February 8, 2010

Rensselaer Library

Present: Jody Melton, Deana George, Susan Deardorff, Timothy Schultz, Janet Umlauf, Patricia Stringfellow, Gail Jung, & Kent Mahnesmith.

Absent: Mari Anne Saylor, Natalie Waling.

Agenda & Consent Agenda Approval: The Consent Agenda items, January Board of Finance & January Board Meeting Minutes, bills/financial reports, updated Salary Ordinance, Library Behavior Policy, and Staff Development Day closing, were approved on a motion by T. Schultz, seconded by D. George. Motion passed. The two checks written to Nipsco for DeMotte Library services were due to the electric usage not being on the first bill received for the same period.

Wheatfield Roof: K. Mahnesmith presented a written report from Foursquare Solutions who reviewed all of the documents on the Wheatfield Library ventilation/moisture issues with the roof. In their opinion it appears there is definitely a problem with insufficient ventilation based on the information provided and that there may be a contributing moisture-related problem within the building. The board requested K. Mahnesmith to contact Foursquare Solutions to get an estimate to have their company look at the roof on a motion by S. Deardorff, seconded by T. Schultz. Motion passed unanimously. The outstanding invoice from Troyer still has not been addressed. K. Mahnesmith advised P. Stringfellow to refer any phone calls from Troyer to him.

Rensselaer Annual Report: L. Poortenga, Headquarter's Librarian, and A. Barton, Youth Services Specialist, reviewed 2009 via a PowerPoint presentation. They continue to offer a large variety of programming for adults, teens, and children; have several outreach programs; participate in the Books-to-Bridge the Region seven-county literacy initiative; logged over 1400 volunteer hours; promoted the library through participation in community projects, and on our website; and applied for two community and one LSTA grant. Friends of the Library supported a popular Antique Appraisal Program, Fall Festival program, and supplied free read books for children's summer reading. Statistics were up with 27,596 Internet sessions, wireless usage averaging 195 per month, and circulation increasing by 7.5%. Staffing changes were minimal with several internal promotions. Building maintenance and repairs continue as our library building ages. The library was spruced up with floor tiles being stripped and resealed, and workroom & offices painted and re-carpeted. Goals for 2010 include steam cleaning furniture and meeting room carpet, increase circulation by another 5%, conduct a bi-annual survey, revitalize area between funeral home and staff parking area, and in conjunction with the Board and Director plan for a re-shingle of the Rensselaer Library roof. The Youth Services Department continues to receive local community support with donations and prizes especially for their summer reading program. Teens have taken a more active role in providing program ideas and events. Graphic Novels have become a very popular collection. A je non-fiction section was created by putting like materials in one area. The children's area now dons a beautifully constructed semi-permanent tree. A. Barton plans on continuing with enhancing existing programs and working more with home school groups, outreach to junior and high school kids, creating a better hanging bag display, and purchasing new computer game software with latest formats in 2010.

Several members of the board commented on what a great job they are doing and how informative their presentation was.

Board Committee List: Each board member received a copy of the assignments for 2010.

NILBA Dinner: This dinner meeting has been postponed until March 3, 2010 because of weather related issues. S. Deardorff, J. Umlauf, P. Stringfellow, and G. Jung will be in attendance.

Board Photos: Board member pictures are on the Intranet so staff can recognize you when visiting the library. Those present with the exception of S. Deardorff agreed to have their picture displayed on our webpage and community bulletin board.

Director's Report: Annual report was shared with the board. In comparing the statistics from 2008 to 2009 P. Stringfellow concluded that it appears more people are using our services, visiting less often but staying longer, using Internet longer, using more materials in-house and taking more items home. We are compliant with all current standards. The new standards will be taking effect January 1, 2011 that will require two policies to be slightly adjusted.

Library invested \$500,000 for six months at 1.15%. Our sweep account is getting 1.05%.

The library was audited end of January for the last two years and received a favorable audit.

On Saturday, February 13, Dan Perkins of Jasper County Soil & Water Division, P. Stringfellow, and D. Kooy, will meet at the Wheatfield Library with a student who is with the Purdue Landscape Work Design program, so she can see and hear our vision and needs, and view the grounds so she can begin working on the project to get us some practical applications for this spring. DeMotte Library repairs are almost complete from the truck incident. The carpet has been repaired, outdoor signage completed, and shelving will be installed in the next week or two. The snowy weather has been holding up the final punch list for the roof.

There have been a dozen or more applications for the Technical Services Librarian position. First and second interviews are complete. P. Stringfellow hopes to make an announcement about this position very soon.

Future Agenda Items: Wheatfield roof

Adjournment: With no further matters for discussion S. Deardorff moved, seconded by J. Umlauf, to adjourn at 7:12 PM.


Susan Deardorff, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
February 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	1	0	0	1
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	27	1	2	30
Award Winning non-fiction (DAWNF)	2	0	0	2
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	55	4	2	61
Books on CD (DBKCD)	118	10	6	134
Books on Tape (DBKT)	2	0	0	2
Compact Disc (DCD)	507	24	7	538
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1687	14	25	1726
Equipment (DEQP)	206	0	0	206
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	63	0	0	63
Fiction (DFIC)	868	41	34	943
Fiction Fantasy (DFICF)	21	1	1	23
Fiction Mystery (DFICM)	154	10	3	167
Fiction New (DFICNEW)	498	11	19	528
Fiction Science Fiction (DFICSF)	11	1	1	13
Fiction Western (DFICW)	15	0	0	15
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	31	1	2	34
Hanging Bags (DHANG)	21	2	0	23
ILL (DILL)	74	0	1	75
Internet (DINTER)	1535	0	0	1535
Juv. Audio book (DJAUDB)	23	1	1	25
Juv. Biography (DJBIO)	45	11	3	59
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	35	0	0	35
Juvenile Easy (DJE)	797	10	6	813
Juv. Easy Non-fiction (DJENF)	60	2	0	62
Juv. Easy Reader (DJER)	512	3	9	524
Juv. Fiction (DJFIC)	447	11	38	496
Juv. Holiday books (DJHOL)	60	0	1	61
Juv. Magazine (DJMAG)	44	0	0	44
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	332	10	9	351
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	143	0	1	144
Large Print Fiction (DLPF)	122	4	5	131

Large Print Nonfic (DLPNF)	15	0	0	15
Magazine (DMAG)	861	0	16	877
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	13	4	0	17
Nonfiction 100 (DNF100)	29	6	1	36
Nonfiction 200 (DNF200)	28	2	2	32
Nonfiction 300 (DNF300)	86	7	7	100
Nonfiction 400 (DNF400)	8	0	1	9
Nonfiction 500 (DNF500)	25	2	0	27
Nonfiction 600 (DNF600)	374	19	9	402
Nonfiction 700 (DNF700)	130	0	6	136
Nonfiction 800 (DNF800)	20	4	0	24
Nonfiction 900 (DNF900)	90	4	3	97
Nonfiction DVD (DNFDVD)	67	0	1	68
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	148	8	7	163
Nonfiction VHS (DNFVHS)	26	0	0	26
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	19	0	0	19
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	12	1	1	14
Software (DSWAR)	69	1	0	70
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	325	1	2	328
YA Audio book (DYAUDB)	9	1	0	10
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	193	8	4	205
YA Nonfiction (DYANF)	9	0	2	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	12	1	1	14
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	57	0	61
Books on CD (RBKCD)	3	142	2	147
Books on Tape (RBKT)	0	29	0	29
Compact Disc (RCD)	8	298	6	312
Digital Audiobooks (RDA)	0	8	0	8
DVD (RDVD)	16	2377	13	2406
Equipment (REQP)	0	53	0	53
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	32	0	32
Fiction (RFIC)	25	786	19	830
Fiction New (RFICNEW)	10	335	11	356
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	72	2	74

Hanging Bag (RHANG)	0	22	0	22
ILL (RILL)	0	73	2	75
Internet (RINTER)	0	1945	0	1945
Juv. Audio book (RJAUDB)	6	11	0	17
Juv. Biography (RJBIO)	0	86	1	87
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	36	0	38
Juvenile Easy (RJE)	22	605	11	638
Juv. Easy Non-fiction (RJENF)	3	48	0	51
Juv. Easy Reader (RJER)	2	209	2	213
Juv. Fiction (RJFIC)	12	466	11	489
Juv. Magazine (RJMAG)	0	25	0	25
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	417	0	424
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	6	0	6
Juv. Toddler (RJTOD)	2	118	0	120
Large Print Fiction (RLPF)	18	165	4	187
Large Print Nonfic (RLPNF)	4	7	0	11
Magazine (RMAG)	0	391	1	392
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	13	0	15
Non-Fiction 100 (RNF100)	1	20	1	22
Non-Fiction 200 (RNF200)	5	54	0	59
Non-Fiction 300 (RNF300)	16	64	2	82
Non-Fiction 400 (RNF400)	1	6	0	7
Non-Fiction 500 (RNF500)	0	21	1	22
Non-Fiction 600 (RNF600)	16	193	21	230
Non-Fiction 700 (RNF700)	4	78	3	85
Non-Fiction 800 (RNF800)	0	33	0	33
Non-Fiction 900 (RNF900)	8	79	1	88
Nonfiction DVD (RNFDVD)	2	117	3	122
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	10	178	7	195
Nonfiction VHS (RNFVHS)	1	43	0	44
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	1	0	1
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	11	0	11
Software (RSWAR)	0	81	1	82
Vertical File (RVF)	0	6	0	6
VHS (RVHS)	0	117	1	118
YA Audio book (RYAUDB)	0	6	0	6
YA Biography (RYAB)	0	7	0	7
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	9	199	8	216
YA Nonfiction (RYANF)	2	25	0	27
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	1	1	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	4	23	29
Books on CD (WBKCD)	7	13	156	176
Books on Tape (WBKT)	0	1	11	12
Compact Disc (WCD)	12	11	310	333
Digital Audiobooks (WDA)	0	0	2	2
DVD (WDVD)	11	35	1938	1984
Equipment (WEQP)	0	0	46	46
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	33	33
Fiction (WFIC)	61	44	371	476
Fiction Fantasy (WFICF)	0	0	18	18
Fiction Mystery (WFICM)	6	10	112	128
Fiction New (WFICNEW)	26	20	286	332
Fiction Science Fiction (WFICSF)	0	0	10	10
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	18	18
Hanging Bags (WHANG)	1	4	18	23
ILL (WILL)	1	2	41	44
Internet (WINTER)	0	0	955	955
Juv. Audio book (WJAUDB)	0	1	28	29
Juv. Biography (WJBIO)	2	2	30	34
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	0	0	18	18
Juvenile Easy (WJE)	6	16	566	588
Juv. Easy Non-fiction (WJENF)	0	1	51	52
Juv. Easy Reader (WJER)	5	0	228	233
Juv. Fiction (WJFIC)	13	21	321	355
Juv. Magazine (WJMAG)	0	0	39	39
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	11	13	275	299
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	1	116	117
Large Print Fiction (WLPF)	12	4	74	90
Large Print Nonfic (WLPNF)	2	0	3	5
Magazine (WMAG)	5	3	323	331
Non-Fiction 000 (WNF000)	0	1	5	6
Non-Fiction 100 (WNF100)	1	1	9	11
Non-Fiction 200 (WNF200)	1	2	13	16
Non-Fiction 300 (WNF300)	2	0	48	50
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	22	22
Non-Fiction 600 (WNF600)	16	5	162	183
Non-Fiction 700 (WNF700)	1	4	41	46
Non-Fiction 800 (WNF800)	1	2	9	12
Non-Fiction 900 (WNF900)	5	3	45	53
Nonfiction DVD (WNFDVD)	0	3	78	81
Nonfiction (WNFIC)	0	0	2	2

Nonfiction New (WNFNEW)	13	2	85	100
Nonfiction VHS (WNFVHS)	1	0	8	9
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	3	0	66	69
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	3	2	248	253
YA Audio book (WYAUDB)	0	2	4	6
YA Biography (WYAB)	0	0	4	4
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	22	19	150	191
YA Nonfiction (WYANF)	2	2	17	21
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	11572	10667	7821	30060

CIRCULATION BY HOLDINGS CODE
February 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	1	0	0	1
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	27	1	2	30
Award Winning non-fiction (AWNf)	2	0	0	2
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	61	65	25	151
Books on CD (BKCD)	128	165	164	457
Books on Tape (BKT)	2	30	11	43
Compact Disc (CD)	527	333	323	1183
Digital Audiobooks (DA)	6	8	2	16
DVD (DVD)	1714	2426	1976	6116
Equipment (EQP)	206	53	46	305
See librarian (ERR)	0	0	0	0
Express Book (EXP)	63	32	33	128
Fiction (FIC)	954	871	424	2249
Fiction Fantasy (FICF)	21	1	19	41
Fiction Mystery (FICM)	160	20	115	295
Fiction New (FICNEW)	534	366	316	1216
Fiction Science Fiction (FICSF)	11	1	11	23
Fiction Western (FICW)	15	0	6	21
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	31	73	22	126
Hanging Bags (HANG)	22	28	18	68
ILL (ILL)	75	75	44	194
Internet (INTR)	1535	1945	955	4435
Juv. Audio book (JAUDB)	29	13	29	71
Juv. Biography (JBIO)	47	99	34	180
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	37	36	18	91
Juvenile Easy (JE)	825	631	583	2039
Juv. Easy Non-Fiction (JENF)	63	51	51	165
Juv. Easy Reader (JER)	519	212	239	970
Juv. Fiction (JFIC)	472	498	370	1340
Juv. Holiday (JHOL)	60	0	1	61
Juv. Magazine (JMAG)	44	25	39	108
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	350	440	284	1074
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	6	0	6
Juv. Toddler (JTOD)	145	119	117	381
Large Print Fiction (LPF)	152	173	83	408
Large Print Nonfic (LPNF)	21	7	3	31
Magazine (MAG)	866	394	340	1600
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	15	18	5	38
Non-Fiction 100 (NF100)	31	27	11	69
Non-Fiction 200 (NF200)	34	58	15	107
Non-Fiction 300 (NF300)	104	71	57	232
Non-Fiction 400 (NF400)	9	6	3	18
Non-Fiction 500 (NF500)	25	23	23	71
Non-Fiction 600 (NF600)	406	217	192	815
Non-Fiction 700 (NF700)	135	82	50	267
Non-Fiction 800 (NF800)	21	39	9	69
Non-Fiction 900 (NF900)	103	86	49	238
Non-Fiction DVD (NFDVD)	69	120	82	271
Nonfiction (NFIC)	0	0	2	2
Nonfiction New (NFNEW)	171	188	99	458
Nonfiction VHS (NFVH)	28	43	8	79
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	19	0	0	19
Reference (REF)	74	81	34	189
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	1	0	1
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	12	12	3	27
Software (SWAR)	72	82	67	221
Vertical File (VF)	2	6	0	8
VHS	328	120	251	699
YA Audio book (YAUDB)	9	9	4	22
YA Biography (YAB)	1	7	4	12

YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	224	226	162	612
YA Nonfiction (YANF)	13	27	19	59
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	13	2	1	16
				0
Free reads	287	462	181	930
Games/Puzzles	0	10	0	10
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11933	11220	8036	31189

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2210	1928	1189	5327
Nonfiction	1300	1056	624	2980
CHILDREN'S BOOKS				
Fiction	1989	1461	1311	4761
Nonfiction	541	596	370	1507
YA BOOKS				
Fiction	255	299	184	738
Nonfiction	14	34	23	71
Magazines, Adult	866	394	340	1600
Magazines, Children	44	25	39	108
Sound Recordings, adult	672	545	505	1722
Sound Recordings, ch	88	77	66	231
Online databases	0	0	0	0
Software	72	82	67	221
Vertical file	2	6	0	8
VHS/DVD	2139	2709	2317	7165
Equipment	206	53	46	305
Total	10398	9265	7081	26744
A-V Circulation	2971	3413	2955	9339
A-V Circulation as % of total	28.6%	36.8%	41.7%	34.9%

February 2010

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	69,658	58,861	44,983
Circulation Increase/Decrease	3.7%	-15.1%	-6.5%
XX XXXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2009	2010	% change
Current month's Circulation	28,515	26,744	-6.2%
Jan. to date circulation	56,375	54,167	-3.9%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
19,145	19,164	11,465	11,320	12,566	12,629 Fiction
18,177	18,224	19,245	19,283	9,887	9,875 Nonfiction
					CHILDREN'S BKS
13,587	13,617	11,024	11,044	9,092	9,122 Fiction
8,787	8,789	5,994	5,996	5,112	5,112 Nonfiction
					YA BOOKS
2,319	2,323	2,277	2,286	1,866	1,882 Fiction
484	484	681	681	166	166 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,661	2,671	3,135	3,148	2,984	3,005 Sound Rec/Adult
594	594	428	428	556	557 Sound Rec/Child
25	25	16	16	1	1 Online Databases
337	337	353	338	166	165 Software
3	3				Vertical Files
3,301	3,308	4,143	4,159	2,397	2,412 VHS/DVD
119	119	142	142	57	57 Equipment
69,539	69,658	58,923	58,861	44,850	44,983 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	219	47	196	42	307	67	722	156
LOCAL HISTORY								
In person	5	1	8	2	0	0	13	4
Letters written	3	3	17	17	0	0	20	20
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1535	64	1945	81	955	40	4435	185
Computer software used	170	14	193	16	87	7	450	38
VCR Use	0	0	0	0	0	0	0	0
Microforms	10	1	12	2	0	0	22	3
CD ROM/Online databases	108	9	337	28	136	11	581	48
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	1	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	24	24	6	4	0	0	30	20
Notarized documents	7	2	14	4	1	0	22	6
Meeting Room Use (no. of group)	42	14	56	19	35	12	133	44
Study room use	20	2	32	3	18	2	70	6
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	0	0	18	0	7	0	25	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	78		319		210		607	
WIRELESS USE via patron owned pcs	126		181		108		415	
SELF-CHECKOUT USE	313		775		566		1654	
INTERLIBRARY LOANS								
Requests made for:	84	21	86	22	18	5	188	47
Items rec'd for:	74	37	81	41	34	17	189	95
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8191	8257	4564	21012
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	384	396	92	872
Number of New Patrons Added	54	49	27	
Number of Patron Cards Expired	5	0	0	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	9	54	10	60	10	60	29	174
Number attending	123		134		273		530	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	6		0		1		7	
Adult Programs	2	12	6	36	4	24	12	72
Number attending	41		148		38		227	
Senior Citizen Programs	6	36	5	30	1	6	12	72
Number attending	44		85		16		145	
Total Number of Programs	17	102	21	126	15	90	53	318
Total Persons Attending	214		367		328		909	
Total Attending Same Month Last	239		420		368		1027	
Total Staff Hours Spent		342		406		250	998	990
Total Number of In-House Program	13		17		9		39	
Total Attendance	131		259		123		513	
Total Number of Outreach Program	4		4		6		14	
Total Attendance	83		108		205		396	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7375	71.4%	6186	67.3%	4641	65.9%	18202	68.5%
Corporate	90	0.9%	31	0.3%	0	0.0%	121	0.5%
Juvenile 0-11	238	2.3%	413	4.5%	91	1.3%	742	2.8%
Juvenile-AV	1382	13.4%	820	8.9%	1176	16.7%	3378	12.7%
Nonresident No Fee	80	0.8%	81	0.9%	129	1.8%	290	1.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	26	0.3%	0	0.0%	26	0.1%
Reciprocal Adult	369	3.6%	242	2.6%	179	2.5%	790	3.0%
Reciprocal Juvenile	0	0.0%	2	0.0%	1	0.0%	3	0.0%
Reciprocal Juvenile AV	23	0.2%	16	0.2%	0	0.0%	39	0.1%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	1	0.0%	2	0.0%	1	0.0%	4	0.0%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	228	2.5%	0	0.0%	228	0.9%
Staff	459	4.4%	733	8.0%	622	8.8%	1814	6.8%
Walking books	45	0.4%	56	0.6%	0	0.0%	101	0.4%
YA 12-17	54	0.5%	40	0.4%	13	0.2%	107	2.7%
YA-AV	208	2.0%	311	3.4%	194	2.8%	713	2.7%
Total	10324		9194		7047		26565	
All items borrowed by nonresidents	473	4.6%	604	6.6%	310	4.4%	1387	5.2%

**Salary Ordinance 2010
Updated 3/8/10**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Becky Amalong	T. S. Librarian	\$19.52	3/16/10	40	R
Cindy Smith	P. S./T. S. Clerk	\$9.40	2/23/10	13	R

Becky Amalong has been hired as Technical Services Librarian, replacing Jennifer Douthit, who moved out of state.

Cindy Smith has been hired to replace Becky Aubuchon who resigned.

We have examined and approved the changes to the 2010 Jasper County Public Library Salary Ordinance. Dated 3/8/10

<u>Natalie A. Melling</u>	<u>Deana K. George</u>
<u>Mari Anne Sayler</u>	<u>Timothy M. Schultz</u>
<u>Jason Deardorff</u>	<u></u>
<u>Jody M. Allen</u>	<u></u>

JCPL Public Purchase Policy

In all purchases, the Library will follow the provisions of the Indiana Public Purchasing Law, IC 5-22, except where federal funds are used. Federal rules will dictate methods to be used for public purchases using federal funds.

The Jasper County Public Library will endeavor to make the wisest possible use of public funds.

Purchases must be those items which best meet the needs of the library. Within that restriction, the library will purchase an item from the vendor offering the lowest price, timely delivery, and/or the best service.

Any items and/or contracts costing between \$25,000 and \$75,000 will be purchased only after inviting a minimum of at least three (3) quotes from vendors/individuals known to handle the categories of supplies or deal in the lines to be purchased. For the inviting of quotes and for competitive bidding requirements, the Jasper County Public Library shall follow all necessary steps and the provisions of the Indiana Public Purchasing Law.

The Library Director is the chief purchasing agent for the library and is empowered by the board to authorize any spending under \$15,000. The Director may authorize persons in the following positions to make limited purchases:

Business Manager
Technical Services Librarian
Systems Administrator
Agency Librarians
Library Specialists
Library Assistants
Janitor/Maintenance

All purchases are subject to the director's prior approval.

A purchasing agent may make a special purchase at an auction when this is the most economical means of purchasing a needed item.

Jasper County Public Library Library Capital Projects Fund 2011-2013

I. The Library District

Jasper County Public Library serves all of Jasper County except for Carpenter Township and Remington, with the headquarters library in Rensselaer (208 W. Susan), and branches in DeMotte and Wheatfield.

A seven-member board of trustees governs the library. Natalie Waling and Timothy Schultz are appointed by the County Council, Janet Umlauf and Sue Deardorff by the County Commissioners, Deana George and Mari Anne Sayler by the Rensselaer Central School Board and Jody Melton is appointed jointly by the Kankakee Valley School Board and West Central School Board presidents. Terms have staggered expiration dates. The library employs 59 persons to work the combined 169 hours the three libraries are open each week.

Current Annual Budget (2010)

<u>Fund</u>	<u>Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$2,027,228	\$855,397	.0452
Debt Service	\$320,379	\$306,580	.0162
Library Improvement Reserve	\$30,000	\$0	0
Library Capital Projects	\$50,000	\$240,344	.0127
Rainy Day Fund	\$66,300	\$0	0

II. Facilities

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately **17,000 square feet** each. Estimated current value of the Rensselaer library is \$3,783,907. Estimated current value of the DeMotte Library is \$3,495,448 (includes building, contents, outside structures).

The Wheatfield Library (350 S. Bierma Street) built in 2005 is **14,900 square feet**. Estimated current value is \$3,073,695.

All three buildings are in good condition.

As dictated by our long range plan, the Library Board has investigated the possibility of reorienting the front of the DeMotte Library's entrance from the west to the east side of the building to provide

patrons with ample, safer, more accessible and convenient parking. Costs for such projects have grown considerably in recent years. We also realize that the library will need changes in the future to accommodate expected population growth. This plan builds in funds for meeting DeMotte's needs in the future.

The library district does not own any real estate other than described above.

III. Library Service Area

The library service area is 506 square miles with a population of 27,947. The 2009 annual report shows **20,740** resident registered borrowers and **855** non-resident registered borrowers.

Library use: The number of persons entering our libraries during an average *week* in 2009 was **5,121**.

Patron assistance: Patrons often need help finding the book or information they need. Staff handles about 524 requests for assistance per week at the libraries.

Hours: Wheatfield is open 50.5 hours per week, including one evening and Saturdays. DeMotte is open 58 hours per week, including three evenings and Saturdays. Rensselaer is open 60 hours per week, including four evenings and Saturdays.

Materials collection:

Type of Material	DeMotte	Rensselaer	Wheatfield
Books	62,264	50,584	38,609
Videos & DVDs	3,302	4,555	2,395
Music CDs	1,509	1,766	1,621
Audiobooks	1,578	1,319	1,800
Software	338	353	166

Periodicals/Newspaper Subscriptions owned by JCPL: 464.

The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows more than 2,200 items per year from other libraries across the country through interlibrary loan.

Circulation: Total circulation for 2009 was **348,687 items**. This included **105,862** children's items.

Public programming: The libraries offer a large and varied selection of programs for persons of all ages. In 2009, the 3 libraries offered a total of 749 programs, with a total attendance of 16,270. These included Summer Reading programs, author visits, book and film discussions, children's story hours, sign language classes, resume classes, local history and genealogy programs, computer and Internet training classes, blood pressure screenings, tax assistance for low income persons, and a great variety of other programs.

Technology:

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices.

Our automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog that patrons can use to place holds on materials, renew materials, and access their patron account information. We also offer one self-checkout station at each library as a means to fulfill the needs and expectations of our technologically astute library users.

The Library has a home page on the World Wide Web (www.myjcpl.org) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 52 public workstations now have Internet access. Patrons use Internet workstations to file their taxes, search and apply for jobs, do their online banking, renew their license plates, file financial aid forms, take exams, plan a vacation, search for consumer and health information, and for other tasks too numerous to mention. Patrons made **71,604** visits to the library's well-used Internet workstations last year.

In addition, a wide-area network allows patrons at all three libraries to access valuable digital collections and allows staff to share files with each other. Patrons at all three libraries have access to all electronic resources from most public workstations. Most of the digital collections leased by the library are also available to patrons from their home or office computers.

All of our libraries provide access to word processing software, children's electronic books, educational programs, and games. The DeMotte and Rensselaer libraries offer access to CD-ROM databases specifically related to Genealogy. In 2006 we digitized a collection of historically significant documents that were the property of Rensselaer resident Robert Huston Milroy, a prestigious Civil War general. These images are accessible via our library website and are useful to Civil War scholars.

Patrons have access to wireless Internet service at all three libraries. This allows patrons to bring their own laptops and other portable electronic devices into our libraries and access the Internet via their own equipment.

The Library owns 4 LCD projectors that may be used in any of our meeting rooms by groups reserving our meeting rooms. One projector may also be rented for use outside the library.

The Library has a portable computer lab that contains 10 laptop computers, an LCD projector, and a printer. The lab is used to provide computer-based instruction to residents of our service area. It may be used at any of our libraries. When it is not being used at any of our locations for a scheduled training session, it is available to businesses and local organizations for hands-on training for their employees or members. The lab is also available to area colleges who may wish to offer classes using our lab as a satellite location. The lab can only be used in our facilities.

IV. Anticipated Capital Projects Fund Resources

1. Sources and amounts of anticipated income

	2011	2012	2013
Property Taxes	\$285,624	\$294,193	\$303,019
Auto Excise	\$32,250	\$32,300	\$32,500
Financial Institutions Tax	\$545	\$550	\$550
CVET	\$3,600	\$3,650	\$3,650
Other Revenue (Interest)	\$20,000	\$24,000	\$28,000
TOTAL	\$342,019	\$354,693	\$367,719

2. Amount of revenue to be retained for expenditures proposed for future years.

2011	\$ 292,019 plus amount retained from previous years = \$1,559,253
2012	\$ 304,693 plus amount retained from previous year = \$1,863,946
2013	\$ 317,719 plus amount retained from previous years = \$2,181,665

3. Projected assessed valuation of the library district

2011	2012	2013
\$2,147,550,000	\$2,211,976,500	\$2,278,335,795

4. Projected tax rates and levies for the Capital Projects Fund based on the above assessed valuations.

	2011	2012	2013
Proposed property tax rate	\$0.0133	\$0.0133	\$0.0133
Proposed levy	\$285,624	\$294,193	\$303,019

V. Proposed Use of the Capital Projects Fund

I.C. 36-12-12-2(b)(1-3) states that the Library Capital Projects Fund may be used to pay for planned construction, repair, replacement, or remodeling. It may be used to pay for site acquisition and development. I.C. 36-12-12-2-4(c) states that it may be used to pay for purchase, lease, or repair of equipment to be used by the library district. I.C. 36-12-12-2-4(d) states that it may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

BUDGET YEAR: 2011

Location: System-wide

An appropriation of \$50,000 will be made for purchase, maintenance and upgrading of computer hardware and software, and for network and automated systems hardware and software.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$292,019 will be set aside for future renovation at the DeMotte Library.

BUDGET YEAR: 2012

Location: System-wide

An appropriation of \$50,000 will be made for purchase, maintenance and upgrading of computer hardware and software, and for network and automated systems hardware and software.

Location: DeMotte Library

An appropriation of \$304,693 will be made for future renovation at the DeMotte Library.

BUDGET YEAR: 2013

Location: System-wide

An appropriation of \$50,000 will be made for purchase, maintenance and upgrading of computer hardware and software, and for network and automated systems hardware and software.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$317,719 will be set aside for future renovation at the DeMotte Library.

Summary of Proposed Expenditures
And
Allocation to Future Projects By Plan Year:

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Planned construction, repair, replacement or remodeling	\$0	\$0	\$0
Purchase, lease or repair of equipment:	\$0	\$0	\$0
Upgrades, repair and maintenance Of computer hardware and software	\$50,000	\$50,000	\$50,000
<u>Subtotal Proposed Expenditures:</u>	\$50,000	\$50,000	\$50,000
Allocation for Future Projects	\$1,559,253*	\$1,863,946*	\$2,181,665
<u>Total Expenditures and Allocations:</u>	\$1,609,253*	\$1,913,946*	\$2,231,665

* Includes capital project funds set aside for allocation for future projects from previous year(s) which have not yet been spent.

LIBRARY CAPITAL PROJECTS FUND PLAN SUMMARY
Jasper County Public Library

EXPENDITURES:	2011	2012	2013
(1) Planned construction, repair, replacement or remodeling	-0-	-0-	-0-
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency Allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, maintenance of equipment	-0-	-0-	-0-
(6) Purchase, lease, repair, maintenance of computer hardware and software	\$50,000	\$50,000	\$50,000
SUBTOTAL EXPENDITURES	\$50,000	\$50,000	\$50,000
(7) Allocation for future projects (cumulative totals)	\$1,559,253	\$1,863,946	\$2,181,665
TOTAL EXPENDITURES & ALLOCATIONS	\$1,609,253	\$1,913,946	\$2,231,665
SOURCES AND ESTIMATES OF REVENUES			
January 1 Cash Balance	\$1,267,234	\$1,559,253	\$1,863,946
Less encumbered appropriations	-0-	-0-	-0-
Cash balance available for current plan	\$1,267,234	\$1,559,253	\$1,863,946
Property taxes	\$285,624	\$294,193	\$303,019
Excise, CVET & F I T Receipts	\$36,395	\$36,500	\$36,700
Other revenue	\$20,000	\$24,000	\$28,000
TOTAL FUNDS AVAILABLE FOR PLAN	\$1,609,253	\$1,913,946	\$2,231,665
Projected Tax Rate for Library Capital Projects Fund	\$0.0133	\$0.0133	\$0.0133
Projected Tax Rate is based upon an estimated			
Assessed valuation of	\$2,147,550,000	\$2,211,976,500	\$2,278,335,795

JCPL FINANCIAL STATEMENT
February 28, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$135,282.76	\$293,471.87	\$94,707.94	\$166,306.00	\$494,024.86
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$7,026.05	\$215.19	\$468.15	\$751.21	\$867.21	\$7,425.11
DeMotte	\$1,410.73	\$57.67	\$112.17	\$101.83	\$182.83	\$1,481.39
Rensselaer	\$3,435.04	\$49.62	\$233.03	\$585.00	\$620.00	\$3,822.01
Wheatfield	\$2,180.28	\$107.90	\$122.95	\$64.38	\$64.38	\$2,121.71
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$23,243.84	\$163.04	\$327.13	\$194,142.92
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$160,952.50	\$0.00	\$0.00	(\$9,224.05)
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$0.00	\$1,095.00	\$225,904.47	\$225,904.47	\$318,410.37
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$1,060.00	\$2,120.00	\$0.00	\$0.00	\$7,991.97
Capital Projects Fund	\$776,883.86	\$0.00	\$0.00	\$618.88	\$1,257.19	\$778,141.05
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$0.00	\$158,523.15
Sales Tax	\$18.35	\$0.00	\$18.16	\$0.07	\$1.41	\$1.60
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$80.37	\$166.29	\$183,663.83
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,227.41	\$13,947.31	\$6,227.41	\$13,947.31	\$0.00
FICA Tax Collected	\$0.00	\$6,306.47	\$13,317.58	\$6,306.47	\$13,317.58	\$0.00
State Tax Collected	\$3,378.33	\$3,417.39	\$6,795.72	\$3,146.64	\$6,564.03	\$3,146.64
County Tax Collected	\$2,289.85	\$2,407.65	\$4,697.45	\$2,259.61	\$4,667.26	\$2,259.66
Deferred Comp.	\$0.00	\$2,520.00	\$5,040.00	\$2,520.00	\$5,040.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,877.13	\$5,736.26	\$2,891.37	\$5,723.55	\$12.71
Employee Life Insur.	\$0.00	\$135.16	\$249.16	\$120.08	\$249.16	\$0.00
Employee P.E.R.F.	\$6,547.40	\$0.00	\$6,547.40	\$2,076.70	\$4,429.84	\$4,429.84
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,952.49	\$7,912.90	\$3,952.49	\$7,912.90	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$164,401.65	\$545,643.30	\$351,726.75	\$456,681.33	\$2,143,159.66

Bank Balances
Jasper County Public Library
Report as of: 2/28/2010

<i>Bank</i>		
1	Alliance Bank	\$1,258,219.12
2	Demotte State Bank	\$6,923.79
3	Alliance Bank-LIRF Acct	\$194,142.92
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,663.83
7	Rensselaer Banking Ctr CD#400041737	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,143,159.66

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 2/1/2010 To 2/28/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$9,407.67	\$47,314.33	16.6
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$75,539.77	\$160,051.03	\$815,048.97	16.4
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,062.31	\$10,350.00	\$55,852.00	15.6
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,306.47	\$13,317.58	\$70,681.42	15.9
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$308.54	\$6,414.46	4.6
1.23 EMPLOYER'S CONTRIB. - PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$17,155.09	\$52,350.91	24.7
1.24 EMPLOYER'S CONTRIB. - INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,558.76	\$13,134.04	\$81,115.96	13.9
Subtotal	\$1,352,502.00		\$1,352,502.00	\$98,194.11	\$223,723.95	\$1,128,778.05	16.5
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$69.86	\$194.30	\$75.70	72.0
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$617.66	\$617.66	\$10,382.34	5.6
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$662.78	\$662.78	\$5,337.22	11.0
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$456.79	\$1,490.51	\$3,509.49	29.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$46.99	\$165.21	\$834.79	16.5
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$20.87	\$20.87	\$529.13	3.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$530.63	\$1,073.14	\$11,926.86	8.3
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$37,420.00		\$37,420.00	\$2,405.58	\$4,224.47	\$33,195.53	11.3
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$514.00	\$838.00	\$5,579.00	13.1
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$384.76	\$644.31	\$3,555.69	15.3
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$16.74	\$16.74	\$4,983.26	0.3
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$852.76	\$2,555.35	\$18,444.65	12.2
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$424.25	\$1,109.80	\$6,890.20	13.9
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$75.65	\$112.69	\$1,687.31	6.3
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.0
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$150.00	\$1,869.00	\$24,131.00	7.2
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,599.59	\$5,732.65	\$44,267.35	11.5
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$4,386.86	\$9,676.80	\$60,323.20	13.8
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$76.60	\$189.85	\$1,810.15	9.5
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$341.37	\$832.81	\$3,917.19	17.5
3.61 BUILDING & STRUCTURES	\$52,057.00	\$0.00	\$52,057.00	\$8,561.73	\$12,122.20	\$39,934.80	23.3
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$469.00	\$469.00	\$431.00	52.1
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$69.90	\$180.10	28.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$21.00	\$2,379.00	0.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$45.90	\$45.90	\$54.10	45.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$9,451.69	\$17,151.69	\$65,693.31	20.7
Subtotal	\$383,114.00		\$383,114.00	\$28,360.85	\$53,457.69	\$329,656.31	14.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$0.00	\$57.95	\$12,692.05	0.5
4.51 BOOKS	\$142,210.00	\$0.00	\$142,210.00	\$4,095.07	\$6,381.02	\$135,828.98	4.5
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$731.06	\$1,536.06	\$19,595.94	7.3
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$1,496.09	\$4,090.73	\$74,009.27	5.2
Subtotal	\$254,192.00		\$254,192.00	\$6,322.22	\$12,065.76	\$242,126.24	4.7
Grand Total	\$2,027,228.00	\$0.00	\$2,027,228.00	\$135,282.76	\$293,471.87	\$1,733,756.13	14.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 2/1/2010 To 2/28/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,316.00	\$0.00	\$18,316.00	\$0.00	\$0.00	\$18,316.00	0.0
Subtotal	\$18,916.00		\$18,916.00	\$0.00	\$0.00	\$18,916.00	0.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$29,194.00	\$0.00	\$29,194.00	\$0.00	\$0.00	\$29,194.00	0.0
4.53 NONPRINTED MATERIALS	\$1,890.00	\$0.00	\$1,890.00	\$0.00	\$0.00	\$1,890.00	0.0
Subtotal	\$31,084.00		\$31,084.00	\$0.00	\$0.00	\$31,084.00	0.0
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 2/1/2010 To 2/28/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29105	77	AARON'S LAWN CARE	2/8/2010	Snow plowing/salting, 12/30/09-1/21/10 @ Wh. & DeM Libraries	\$1,360.00
29106	78	ACE HARDWARE	2/8/2010	Vinyl Runner @ DeM and Door Hold	\$83.78
29107	79	ACP DIRECT	2/8/2010	Epson Ink and Toner	\$278.75
29108	80	ALLIED WASTE SERVICES #71	2/8/2010	Trash removal, Whtfld Lib, Feb 2010	\$52.77
29109	81	ANDREE BUILDERS, INC	2/8/2010	Balance due from Truck Accident (no deductible) @ DeMotte	\$1,000.00
29110	82	ANGELA BARTON	2/8/2010	Mileage for B2B and Mgmt Mtg	\$67.00
29111	83	ANNABELLE R. THORPE	2/8/2010	Reimbursement for books found on our shelves.	\$25.90
29112	84	AVC CORPORATION	2/8/2010	2010 Annual Financial Computer Support	\$1,188.00
29113	85	BAKER & TAYLOR	2/8/2010	Books, Continuations, AV	\$3,097.04
29114	86	BECKY WIENER	2/8/2010	Reimbursement for returned book	\$15.00
29115	87	BIERMA HARDWARE, INC.	2/8/2010	Dust Mask, Flush Handle, Dry Wall Patch, Insulation, Duct Tape, Mouse Trap, Tank Bolts, Flush Valve	\$55.27
29116	88	BLUETARP FINANCIAL, INC	2/8/2010	Weatherstrip for Front Outside entry, Bathroom sealant & O-ring @ Rens.	\$19.76
29117	89	BOYCE FORMS/SYSTEMS	2/8/2010	Tax Forms	\$69.86
29118	90	BROAD REACH	2/8/2010	Books	\$71.80
29119	91	CAPITAL ONE BANK (USA), NA	2/8/2010	Ann. Gift, B2B expenses, Director's Mtg Expenses	\$117.71
29120	92	CARDINAL OFFICE PRODUCT	2/8/2010	Mtnce Contract, 10/21/09-1/21/10, DeMotte Workroom Copier DC 425n	\$235.39
29121	93	CARRIAGE PAPER PRODUCT	2/8/2010	Receipt Printer Paper	\$199.28
29122	94	CULLIGAN OF KOUTS	2/8/2010	Water Cooler rental -Wh. Lib.	\$9.95
29123	95	DEMCO	2/8/2010	13 Steel Book Supports	\$100.10
29124	96	DEPARTMENT OF HOMELAND	2/8/2010	Elevator Inspection	\$120.00
29125	97	DEX	2/8/2010	Qtly Pymt-Feb, March, & April 2010 White & Yellow page listings	\$85.50
29126	98	EDUCATION NETWORKS OF A	2/8/2010	Internet Connectivity & Traffic Prioritization-Jan 2010	\$1,110.00
29127	99	FASE'S WATER TREATMENT	2/8/2010	Redout-5 bags (DeM. Lib)	\$60.00
29128	100	GA FOODS GROUP	2/8/2010	Expenses for Third Thursday & Tuesday Movie Night	\$23.28
29129	101	GAIL JUNG	2/8/2010	Formula 409 and Disinfectant Wipes	\$15.00
29130	102	GALE	2/8/2010	Small Business Sourcebook,- Continuations	\$607.80
29131	103	GARDEN GATE	2/8/2010	Magazine-2 yr subsc-Rens. Lib (expiration 4/2010)	\$38.00
29132	104	HERITAGE OFFICE PRODUCT	2/8/2010	UPS Shipping, Nametags, Mita #2550 Copier Drum (Wh. Lib)	\$565.24
29133	105	HP PRODUCTS CORP.	2/8/2010	Odor Eliminator Spray, Vacuum Bags	\$76.10
29134	106	HR SPECIALIST	2/8/2010	HR Specialist Subscription, 3/1/10-2/28/11	\$97.00
29135	107	INDIANA DEPARTMENT OF EN	2/8/2010	Annual Public Water System Fee-DeM Lib	\$100.00
29136	108	JOURNAL AND COURIER	2/8/2010	Journal & Courier Subsc, 2/10/10-2/10/11 (Rens. Lib.)	\$156.54
29137	109	INFORMATION TODAY, INC.	2/8/2010	Computers In Libraries Conference, 4/12-14/2010, Melissa Widner	\$244.00
29138	110	INTELLIGENT CLEANING SYS	2/8/2010	Kitchen Roll Towels, Multifold Towels, Toilet Tissue	\$333.52
29139	111	JAMES R. LITTLE	2/8/2010	Water Line plumbing pieces per IDEM faucet regulations	\$8.66
29140	112	JASPER COUNTY HISTORICAL	2/8/2010	Book	\$10.00
29141	113	JASPER COUNTY HOSPITAL	2/8/2010	DeM. Lib Water Testing, Coliform & Nitrates, 1/10	\$34.00
29142	114	K.V.ELECTRIC	2/8/2010	Replacement of old timer, ballast in 2 parking lots, bulbs in 2 parking lots	\$961.08
29143	115	KONE, INC.	2/8/2010	1st Qtr Elevator Mtnce	\$464.04
29144	116	LINDA THOMPSON	2/8/2010	Books	\$12.44
29145	117	LOOKOUT BOOKS	2/8/2010	Books	\$186.60
29146	118	MIDWEST TAPE	2/8/2010	DVDs	\$223.85

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29147	119	MOOLENAAR SUPREME LAW	2/8/2010	2010 Annual Lawn Fertilization & Grub Control Applications- Dem, Rens, & Wh Lib	\$1,615.00
29148	120	MOVIE LICENSING USA	2/8/2010	Site Licenses for Movie Copyright Compliance, 2/1/10-1/31/11 - Wh & Ren Libraries (Lic #186929001)	\$480.00
29149	121	M W INSURANCE AGENCY	2/8/2010	Treasurer & Asst. Treasurer Bonds, 2010	\$150.00
29150	122	NANCY PHILLIPS	2/8/2010	Children's supplies for crafts and third Thursday Supplies	\$8.68
29151	123	NANETTE SPEACHT	2/8/2010	DVDs	\$19.99
29152	124	OFFICE DEPOT	2/8/2010	Counterfeit Pen and Toner	\$160.72
29153	125	PATTY STRINGFELLOW	2/8/2010	Mileage to Director's Mtg, Library Visit with TS candidate	\$69.50
0	126	PAYPAL	2/8/2010	Battery Pack for UPS	\$30.98
29154	127	PULASKI COUNTY PUBLIC LIB	2/8/2010	2010 Northwest Indiana Library Board Assoc. Mtg: J. Umlauf, S. Deardorff, P. Stringfellow, & G. Jung	\$92.00
29173	128	QUILL CORPORATION	2/8/2010	Adding machine tape, construction paper, contact paper, copy paper, markers, binder clips bic liner, paper clips, pens, labler refill	\$229.57
29156	129	RACHAEL CAVINDER	2/8/2010	Afterschool Program Expenses	\$7.66
29157	130	RCHS SPECIAL EDUCATION C	2/8/2010	Reimbursement for lost magazine	\$5.00
29158	131	RECORDED BOOKS, LLC	2/8/2010	Books	\$166.20
29159	132	RENSSELAER REPUBLICAN	2/8/2010	Wh. Lib. Newspaper annual subscription, 2/25/10-2/25/11	\$116.00
29160	133	SHARP SCHOOL SERVICES, I	2/8/2010	Mouse for computers	\$27.50
29161	134	SMART APPLE MEDIA	2/8/2010	Books	\$250.50
29162	135	SUE TOBIAS	2/8/2010	Expenses for Payroll Seminar	\$96.80
29163	136	THE LIBRARY CORPORATION	2/8/2010	Enhanced Content Renewal & Comm. Protocol	\$7,128.00
29164	137	THOMSON WEST	2/8/2010	Continuation Legal Forms	\$118.00
29165	138	TLC HOME IMPROVEMENTS, L	2/8/2010	Snow plowing/salting @ Rens. Lib, 1/7/10-1/27/10	\$770.00
29166	139	TRU-GREEN LIMITED PARTNE	2/8/2010	30 bags 50# Ice Melt	\$330.00
29167	140	UNIQUE MANAGEMENT SERVI	2/8/2010	December Initial & Secondary Placements	\$386.26
29168	141	VISION SERVICE PLAN- (IN)	2/8/2010	Vision Premium-February 2010	\$200.92
29169	142	WAL-MART COMMUNITY BRC	2/8/2010	DVDs, Children's Supplies	\$1,041.23
29170	143	ZIESE PLUMBING, HEATING, &	2/8/2010	Plumbing work for replacement of backflow preventor & flush valves	\$2,535.65
29171	144	FLEX-PAC INC	2/8/2010	Gleme glass cleaner , facial tissue, and garbage bags	\$244.16
29172	145	INDIANA DEPARTMENT OF EN	2/8/2010	Annual Public Water System Fee-Wheatfield Lib.	\$100.00
29174	146	ANTHEM BLUE CROSS BLUE	2/10/2010	Feb Health Insurance Premium-18 employees	\$9,064.56
29175	147	ANTHEM LIFE	2/10/2010	February Life Ins. Premium	\$96.09
29176	148	FIRST TRUST CREDIT UNION	2/10/2010	Direct Deposits w/held from 10 Feb 10 Payroll	\$2,027.67
29177	149	GREAT-WEST RETIREMENT S	2/10/2010	Annuity w/held from 10 Feb10 Payroll-7 participants	\$1,260.00
0	150	INDIANA DEPARTMENT OF RE	2/10/2010	State & County Taxes w/held 10 Feb 10 Payroll, ref #38304, Verif Code #30	\$5,825.04
0	151	IRS USA TAXPAYMENT	2/10/2010	FICA & Federal Tax w/held from 10 Feb 10 Payrolls - Ref #00697662	\$9,270.44
29178	152	JOSEPH ZELLON	2/10/2010	Courier Mileage, 1/16/10-1/31/10	\$300.00
29179	153	POST TRIBUNE PUBLISHING, I	2/10/2010	Annual Subscription, Rens. Lib, 1/27/10-1/25/11	\$117.00
29180	154	TOWN OF WHEATFIELD SEW	2/10/2010	Sewer Service, Feb 2010	\$56.65
29181	155	TOWN OF DEMOTTE	2/10/2010	Jan Trash Pickup @ DeM. Lib	\$68.42
0	156	PAYROLL	2/10/2010	PAYROLL	\$42,082.36
29182	157	NIPSCO	2/10/2010	Wheatfield Utilites, 1/4/10-2/1/10	\$1,594.64
29183	158	JASPER COUNTY PUBLIC LIB	2/5/2010	Purchase 6 month CD #400041737	\$500,000.00
29184	159	CENTURYLINK	2/8/2010	Local Phones-Rens, Feb 2010	\$139.01
29185	160	NIPSCO	2/8/2010	DeMotte Utilities, 1/8/2010-2/4/10	\$2,425.88
29186	161	AFLAC	2/25/2010	January Supplemental Premium - B. Thompson, M. Molenaar, P. Woods	\$209.48
29187	162	CENTURYLINK	2/25/2010	Local Phones-Wh, Feb 2010	\$62.21
29188	163	CENTURYLINK	2/25/2010	Long Distance Calls for Wh(1/8-2/5),Ren (1/12-2/6),DeM (1/8-2/6)	\$98.04

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29189	164	CHICAGO TRIBUNE	2/25/2010	Subscription Renewal Rn. 2/21/10-2/19/2011	\$206.52
29190	165	CITY OF RENSSELAER	2/25/2010	Utilities-Rens Lib, 1/11/10-2/8/10	\$3,206.06
29191	166	FIRST TRUST CREDIT UNION	2/25/2010	Direct Deposits w/held from 25 Feb 10 Payroll	\$1,924.82
29192	167	GREAT-WEST RETIREMENT S	2/25/2010	Annuity w/held from 25 Feb10 Payroll-7 participants	\$1,260.00
0	168	IRS USA TAXPAYMENT	2/25/2010	FICA & Federal Tax w/held from 25 Feb 10 Payrolls - Ref #00805225	\$9,569.91
29193	169	JOSEPH ZELLON	2/25/2010	Courier Mileage, 2/1-2/15/10	\$330.00
0	170	PAYROLL	2/25/2010	PAYROLL	\$43,246.52
Total Amount of Claims					\$664,401.65

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, February 26, 2010

Patricia J. Stringfellow
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$664,401.65

Date this 8th day of March, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown
February 28, 2010

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
ES & FEES:			\$2,821.98	\$5,671.34
DeMotte	\$909.58	\$1,850.78		
Rensselaer	\$1,144.29	\$2,374.10		
Wheatfield	\$768.11	\$1,446.46		
PHOTOCOPIES:			\$970.55	\$1,641.18
DeMotte	\$385.35	\$676.75		
Rensselaer	\$434.80	\$696.48		
Wheatfield	\$150.40	\$267.95		
INTEREST:			\$785.45	\$1,242.41
Checking/Repurchase/Savings/CD's	\$785.45	\$1,242.41		
TAXES:			\$89,961.93	\$157,292.01
Property Tax	\$0.00	\$0.00		
LOIT	\$11,453.67	\$22,907.34		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$48,552.58	\$97,105.16		
Local Option/Property Tax Repl.	\$29,955.68	\$37,279.51		
TAXABLE SALES:-			\$0.93	\$19.99
REFUNDS:			\$167.10	\$439.07
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$67.10	\$339.07		
Meeting Room Rental	\$100.00	\$100.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$94,707.94	\$166,306.00
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$751.21	\$867.21
DeMotte	\$101.83	\$182.83		
Rensselaer	\$585.00	\$620.00		
Wheatfield	\$64.38	\$64.38		
LIB. IMPROV. RESERVE FUND:			\$163.04	\$327.13
Interest Earned	\$163.04	\$327.13		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$225,904.47	\$225,904.47
Special CAGIT Distribution	\$225,904.47	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$618.88	\$1,257.19
Interest Earned	\$618.88	\$1,257.19		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
JUST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$0.07	\$1.41
CONSTRUCTION FUND: (Interest Earned)-			\$80.37	\$166.29
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$322,225.98	\$394,829.70

WITHHOLDING ACCOUNT FUNDS:

			\$29,500.77	\$61,851.63
FIT Tax Collected	\$6,227.41	\$13,947.31		
FICA Collected	\$6,306.47	\$13,317.58		
State Tax Collected	\$3,146.64	\$6,564.03		
County Tax Collected	\$2,259.61	\$4,667.26		
Deferred Comp Plan	\$2,520.00	\$5,040.00		
Pre-tax Insurance Plans	\$2,891.37	\$5,723.55		
Life Insurance	\$120.08	\$249.16		
PERF	\$2,076.70	\$4,429.84		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,952.49	\$7,912.90		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$351,726.75	\$456,681.33

Voucher List**Jasper County Public Library****Report Date: From 3/1/2010 To 3/11/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29194	173	4-COUNTY SUPPLY	3/8/2010	Sloan Toilet Repair kit @ Rens	\$35.78
29195	174	AARON'S LAWN CARE	3/8/2010	Snow removal, DeM - 1/25-2/25/10	\$625.00
29196	175	ACE HARDWARE	3/8/2010	Toilet repair parts-flapper/flush lever @ DeM; Book topper hardware; corner strip protectors; bucket; wallpaper adhesive, screws	\$104.29
29197	176	ACP DIRECT	3/8/2010	HP Laser Cartridges, HP Drum kit	\$401.80
29198	177	ALLIED WASTE SERVICES #71	3/8/2010	Trash Service-March 2010 @ Wh. Lib	\$53.00
29199	178	BAKER & TAYLOR	3/8/2010	Books, Continuations, AV, Auto Yours	\$10,866.22
29200	179	BAKER & TAYLOR ENTERTAIN	3/8/2010	DVDs	\$191.27
29201	180	BARNES & NOBLE	3/8/2010	Farmer's Almanac-3	\$16.68
29202	181	BEV JUNGELS	3/8/2010	Lost Book Found-Reimbursed less processing fee	\$7.05
29203	182	BLUETARP FINANCIAL, INC	3/8/2010	Drill Bits, plug tap, faucet washer, screws/springs/gook	\$15.25
29204	183	BORDERS	3/8/2010	Books	\$928.83
29205	184	BRENDA THOMPSON	3/8/2010	Mileage: Training Comm Mtg, Counterparts,Mgmt, Books2Bridge	\$133.57
29206	185	CAPITAL ONE BANK (USA), NA	3/8/2010	Mtg Expenses, Books, AV, Gift Card, Software, Ch. Crafts/Prog Supply	\$3,074.09
29207	186	CENTRAL INDIANA HARDWAR	3/8/2010	Outer Entry door pivots @ Rens	\$627.10
29208	187	CHESTER TECHNOLOGIES	3/8/2010	HP Extended Computer Service Agreement	\$318.00
29209	188	CRAIG BOLT	3/8/2010	Lost Book found-reimbursed less processing fee	\$12.95
29210	189	CULLIGAN OF KOUTS	3/8/2010	March Water Cooler Rental & water	\$48.40
29211	190	DEMCO	3/8/2010	Bk Pockets, Glass-mounted sign holders, adhesive, arch signage	\$207.64
29212	191	DUMAS, WEIST & MAHNESMIT	3/8/2010	Legal services-Wh. Roof & Board Mtg attendance- Dec,Jan,Feb	\$700.00
29213	192	ELLISON EDUCATIONAL EQUI	3/8/2010	Die cut racks	\$106.00
29214	193	EDUCATION NETWORKS OF A	3/8/2010	February INTERNET connection & Traffic Prioritization	\$1,110.00
29215	194	EMILY DURAN	3/8/2010	Mileage: AV Shopping trip	\$22.00
29216	195	FASE'S WATER TREATMENT	3/8/2010	Redout	\$96.00
29217	196	DIANE OPOLSKI	3/8/2010	LeapFrog Leapster games, SOFTWARE, CD-Roms	\$105.10
29218	197	GA FOODS GROUP	3/8/2010	Third Thursday Prog & Mgmt Mtg Supplies	\$35.92
29219	198	GAIL JUNG	3/8/2010	Rensselaer Petty Cash: Postage, Ch. Storytime craft, Mileage-J. Zellon	\$44.48
29220	199	GAIL JUNG	3/8/2010	Light Bulbs (Menards); Mileage: Bank Deposits, UPS, Post Office, misc. supplies	\$23.74
29221	200	GALE	3/8/2010	Books	\$2,331.65
29222	201	H. W. WILSON COMPANY	3/8/2010	Fiction Core Collection-Continuations	\$552.00
29223	202	HIGHSMITH CO. INC.	3/8/2010	Ch. Headphones, Ch. Keyboard, 2-sided Laminate-Rens.	\$166.39
29224	203	HP PRODUCTS CORP.	3/8/2010	Disinfectant spray, vacuum bags/repair parts, stainless steel cleaner	\$152.29
29225	204	INSPIRATIONAL DISTRIBUTOR	3/8/2010	Christian Books	\$25.03
29226	205	JUNIOR LIBRARY GUILD	3/8/2010	YA Book plan, 1 cs/mon	\$167.40
29227	206	KANKAKEE VALLEY PUBLISHI	3/8/2010	Legal Ad-LAR Financial Report for 2009	\$287.80
29228	207	KNOWBUDDY RESOURCES	3/8/2010	Ch. Preview Books	\$379.68
29229	208	LINDA POORTENGA	3/8/2010	Mileage: Counterparts Mtg, Books2Bridge, Librarian Council Mtg, Scanner demo	\$113.50
29230	209	MELISSA J. WIDNER	3/8/2010	Airline Reservation for CIL	\$233.40
29231	210	MIDWEST CASE COMPANY	3/8/2010	Pelican Case w/foam for Computer Lab	\$246.56
29232	211	MIDWEST TAPE	3/8/2010	DVDs	\$163.90
29233	212	NANETTE SPEACHT	3/8/2010	DVD	\$31.66
29234	213	OFFICE DEPOT	3/8/2010	3-hole punch, date stamp, HP cartridge, reinforcements, labeler tape	\$140.67

Printed on Monday, March 08, 2010

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29235	214	PATTY STRINGFELLOW	3/8/2010	Mileage: Branch visits, Interview T.S. candidates, Wh. Landscape Mtg w/PU student	\$48.00
29236	215	POSTMASTER	3/8/2010	Postage Stamps: 60-\$.01; 40-\$.02; 80-\$.03; 80-\$.04; 80-\$.05; 100-\$.61; 100-\$.78; 100-\$.98; 100-\$1.00	\$348.00
29237	216	POSTMASTER	3/8/2010	Post Office box rental for PO Box 16, DeMotte, IN	\$76.00
29238	217	PRECISION CONTROL SYSTE	3/8/2010	Boiler Failure, Air flow switch malfunctioning - Rens	\$2,841.80
29239	218	RACHAEL CAVINDER	3/8/2010	Mileage: Bank Deposits, Summer Rdg Mtg, Marketing Mtg, AV Shop Trip, KV Reading Council Mtg, Salesperson Visit	\$80.00
29240	219	RECORDED BOOKS, LLC	3/8/2010	Ch. Bks	\$86.60
29241	220	SMITH TRUE VALUE FARM ST	3/8/2010	Adhesive Spray Glue	\$6.99
29242	221	GREGORY D. McKNIGHT	3/8/2010	Carpet Cleaning-DeM. Library (Mtg. Room, Children Area, Circ Desk, mats); New carpet area	\$453.30
29243	222	SUE TOBIAS	3/8/2010	Mileage: Bank Deposit, Post Office, deliver bills, Credit Union-Feb	\$9.25
29244	223	TECH LOGIC CORP	3/8/2010	Annual Self-Check System Renewal Mtnce Contract	\$1,200.00
29245	224	TLC HOME IMPROVEMENTS, L	3/8/2010	Rens. Snow Removal 2/5-2/25/10	\$455.00
29246	225	TODD W. LUKE	3/8/2010	Batteries, wall plate, dimmer switch- Rens. Lib.	\$14.85
29247	226	TOWN OF WHEATFIELD SEW	3/8/2010	Sewer Service-March @ Wh. Lib	\$56.65
29248	227	UNIQUE MANAGEMENT SERVI	3/8/2010	Collections - Initial & Secondary Placements - January	\$168.47
29249	228	VISION SERVICE PLAN- (IN)	3/8/2010	Vision Premium-March (18 participants)	\$171.10
29250	229	WAL-MART COMMUNITY BRC	3/8/2010	DVDs, books, Marketing supplies, Pledge, Teen & Storytime craft mat'ls, card stock, clock, batteries, tape, copy paper, clorox wipes, etc.	\$2,799.78
29251	230	YVONNE DEL VECCHIO	3/8/2010	Mileage: Walking Books, deliver Spanish mat'ls & Community Connection (1/6-2/24)	\$29.20
0	231	PAYROLL	3/10/2010	PAYROLL	\$38,892.39
0	232	PAYROLL	3/10/2010	PAYROLL	\$72.57
29252	233	MARIS AND SON, INC	3/8/2010	Final payment Release of Escrow on DeMotte Roof Project	\$10,190.86
29253	234	H.L. MOHLER & ASSOCIATES	3/8/2010	Prof. Services - Final Punch List on DeM Roof Project	\$520.00
126	235	JASPER COUNTY PUBLIC LIB	3/8/2010	Bank Transfer from LIRF - DeMotte Roofing Project	\$10,190.86
29254	236	ANTHEM BLUE CROSS BLUE	3/10/2010	March Health Insurance Premium-18 employees	\$9,089.73
29255	237	ANTHEM LIFE	3/10/2010	March Life Ins. Premium	\$95.94
29256	238	CENTURYLINK	3/10/2010	Local Phones-Rens, March 2010	\$138.59
29257	239	FIRST TRUST CREDIT UNION	3/10/2010	Direct Deposits w/held from 10 March 10 Payroll	\$1,703.75
29258	240	GREAT-WEST RETIREMENT S	3/10/2010	Annuity w/held from 10 March 10 Payroll-7 participants	\$1,260.00
0	241	INDIANA DEPARTMENT OF RE	3/10/2010	State & County Taxes w/held 10 March 10 Payroll, ref #89359, Verif Code #28	\$5,406.25
0	242	IRS USA TAXPAYMENT	3/10/2010	FICA & Federal Tax w/held from 10 March 10 Payrolls - Ref #00614419	\$8,471.10
29259	243	JOSEPH ZELLON	3/10/2010	Courier Mileage, 2/16-2/28/10	\$270.00
29260	244	NIPSCO	3/10/2010	Wheatfield Utilites, 2/2-3/1/10	\$1,557.90
29261	245	TOWN OF DEMOTTE	3/10/2010	March Sewer Fee @ DeM. Lib	\$68.42
29262	246	WASTE MANAGEMENT	3/10/2010	March Trash Pickup @ DeM	\$50.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$121,725.44

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 08, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$121,725.44

Date this 8th day of March, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

APRIL

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 12, 2010, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of March Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 25)
Advance Tax Draw (R 25)
Workshop Request (R 25)

General Business

Capital Projects Fund (R 25)
Building Insurance (R 25)
Wheatfield Library Roof (R 26)
Annual Report of Technical Services Librarian &
Systems Administrator (R 26)
Director Review (R 26)

Action
Action
Information
Information
Information
Information

Director's Report (R 25- R 29)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

March 8, 2010
Rensselaer Library

Present: Jody Melton, Deana George, Susan Deardorff, Timothy Schultz, Mari Anne Sayler, Natalie Waling, Patricia Stringfellow, Gail Jung.

Absent: Janet Umlauf

Agenda & Consent Agenda Approval: The Consent Agenda items, February Board Meeting Minutes, bills/financial reports, updated Salary Ordinance, and Public Purchase Policy as presented, were approved on a motion by S. Deardorff, second by D. George. Motion passed.

Capital Projects Fund 2011-13 Plan: P. Stringfellow explained the logistics of a Capital Projects Plan. The 2011-13 plan allows for \$50,000 to support the library's technology and the rest is set aside for future renovations at the DeMotte Library. The Plan must also be approved by the County Council after we advertise in the newspapers and hold a hearing. T. Schultz moved, seconded by N. Waling, to advertise the Library's CPF 2011-13 Plan and hold a hearing at the April Board meeting. Motion was unanimous.

Wheatfield Library Roof: Our attorney has been in communication with Luther Mock who has requested copies of the as-built drawings and specs for the project. Requested copies will be forwarded to Mr. Mock whose fee will range from \$3,000-5,000 depending upon whether an on-site visit or report is needed. Troyer has not been in contact with the library regarding their outstanding bill since the last board meeting.

Director's Report: NILBA meeting was very informative and well attended. The topic was Circuit Breakers, and the presenter did an excellent job with this topic. Janet Umlauf and Sue Deardorff were in attendance along with G. Jung & P. Stringfellow.

P. Stringfellow has been in touch with the Indiana State Library in regards to scheduling a Trustee Training session for our Board and for the Boards of nearby libraries who might also wish to attend. Board members indicated that the early part of June is preferred for this training. P. Stringfellow will continue to work with ISL to arrange for this continuing education opportunity.

Jasper County Extension office will be offering a program by Dr. Larry DeBoer on the latest analysis of local & state government on state budget Issues on May 20, 2010 from 1:00-3:30 CST. T. Schultz expressed interest in attending.

DeMotte Library roof project is now complete. Architect Harry Mohler did his final assessment and has reported that everything is done correctly; vents have been raised and measured correctly; site has been cleaned up; etc. Final payout was approved by H. Mohler and check is being issued.

Landscape project at Wheatfield is underway. Branch Librarian Diana Kooy and P. Stringfellow met with Purdue student, Allison Klicek, to discuss our needs and examine the original landscape plan. She is knowledgeable, enthusiastic, and eager to participate in a re-design. A report to the Board will be presented later this spring.

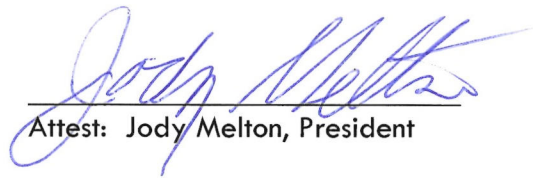
Door jambs in public areas are being painted at Rensselaer Library to match the baseboard trim.

The library will participate in the 100th Anniversary of the Milroy Statue celebration in Rensselaer later this year. Our genealogy specialist attended an Historical Society meeting in February, and celebration plans were discussed.

Future Agenda Items: Wheatfield roof

Adjournment: With no further matters for discussion T. Schultz moved, seconded by N. Waling, to adjourn at 6:33 PM.


Susan Deardorff, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
March 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	4	0	1	5
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	25	2	1	28
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	57	3	1	61
Books on CD (DBKCD)	151	10	3	164
Books on Tape (DBKT)	6	0	0	6
Compact Disc (DCD)	455	12	13	480
Digital Audiobooks (DDA)	7	0	0	7
DVD (DDVD)	1872	23	14	1909
Equipment (DEQP)	204	0	0	204
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	48	0	0	48
Fiction (DFIC)	1045	36	35	1116
Fiction Fantasy (DFICF)	28	1	3	32
Fiction Mystery (DFICM)	134	12	12	158
Fiction New (DFICNEW)	507	22	14	543
Fiction Science Fiction (DFICSF)	11	0	0	11
Fiction Western (DFICW)	7	0	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	47	1	1	49
Hanging Bags (DHANG)	40	1	0	41
ILL (DILL)	78	0	0	78
Internet (DINTER)	1767	0	0	1767
Juv. Audio book (DJAUDB)	25	3	0	28
Juv. Biography (DJBIO)	51	6	4	61
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	64	0	0	64
Juvenile Easy (DJE)	712	13	3	728
Juv. Easy Non-fiction (DJENF)	37	1	0	38
Juv. Easy Reader (DJER)	512	7	0	519
Juv. Fiction (DJFIC)	422	15	15	452
Juv. Holiday books (DJHOL)	85	1	0	86
Juv. Magazine (DJMAG)	60	0	0	60
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	466	20	8	494
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	142	2	1	145
Large Print Fiction (DLPF)	169	1	3	173

Large Print Nonfic (DLPNF)	15	0	0	15
Magazine (DMAG)	952	2	4	958
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	1	0	16
Nonfiction 100 (DNF100)	40	6	0	46
Nonfiction 200 (DNF200)	27	5	1	33
Nonfiction 300 (DNF300)	116	16	11	143
Nonfiction 400 (DNF400)	7	2	1	10
Nonfiction 500 (DNF500)	63	4	0	67
Nonfiction 600 (DNF600)	336	19	12	367
Nonfiction 700 (DNF700)	125	13	1	139
Nonfiction 800 (DNF800)	17	0	0	17
Nonfiction 900 (DNF900)	111	2	7	120
Nonfiction DVD (DNFDVD)	73	3	0	76
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	186	10	8	204
Nonfiction VHS (DNFVHS)	36	2	0	38
Oversize (DOVER)	3	2	2	7
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	1	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	23	0	0	23
Software (DSWAR)	125	0	0	125
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	245	4	1	250
YA Audio book (DYAUSB)	13	3	0	16
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	308	9	9	326
YA Nonfiction (DYANF)	16	4	2	22
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	27	2	0	29
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	7	53	0	60
Books on CD (RBKCD)	4	196	1	201
Books on Tape (RBKT)	0	13	1	14
Compact Disc (RCD)	3	485	9	497
Digital Audiobooks (RDA)	0	2	0	2
DVD (RDVD)	10	2707	11	2728
Equipment (REQP)	0	78	0	78
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	38	0	38
Fiction (RFIC)	27	817	17	861
Fiction New (RFICNEW)	17	399	10	426
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	94	0	94

Hanging Bag (RHANG)	0	39	0	39
ILL (RILL)	1	65	0	66
Internet (RINTER)	0	2142	0	2142
Juv. Audio book (RJAUDB)	1	18	0	19
Juv. Biography (RJBIO)	0	80	2	82
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	42	1	43
Juvenile Easy (RJE)	12	755	9	776
Juv. Easy Non-fiction (RJENF)	0	112	2	114
Juv. Easy Reader (RJER)	0	313	10	323
Juv. Fiction (RJFIC)	14	639	8	661
Juv. Magazine (RJMAG)	0	52	0	52
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	532	3	539
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	0	120	2	122
Large Print Fiction (RLPF)	18	163	3	184
Large Print Nonfic (RLPNF)	0	12	2	14
Magazine (RMAG)	1	423	2	426
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	18	0	19
Non-Fiction 100 (RNF100)	3	39	2	44
Non-Fiction 200 (RNF200)	3	37	0	40
Non-Fiction 300 (RNF300)	6	142	7	155
Non-Fiction 400 (RNF400)	1	5	2	8
Non-Fiction 500 (RNF500)	0	35	1	36
Non-Fiction 600 (RNF600)	34	300	6	340
Non-Fiction 700 (RNF700)	7	93	2	102
Non-Fiction 800 (RNF800)	1	19	0	20
Non-Fiction 900 (RNF900)	9	131	3	143
Nonfiction DVD (RNFDVD)	1	96	2	99
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	13	203	10	226
Nonfiction VHS (RNFVHS)	0	31	0	31
Oversize (ROVER)	0	3	0	3
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	40	0	40
Software (RSWAR)	0	79	0	79
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	1	92	0	93
YA Audio book (RYAUDB)	1	11	0	12
YA Biography (RYAB)	0	3	0	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	21	209	4	234
YA Nonfiction (RYANF)	1	34	2	37
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	6	0	6
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	8	23	36
Books on CD (WBKCD)	10	15	150	175
Books on Tape (WBKT)	0	0	16	16
Compact Disc (WCD)	9	18	411	438
Digital Audiobooks (WDA)	0	0	2	2
DVD (WDVD)	13	13	1860	1886
Equipment (WEQP)	0	0	59	59
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	54	54
Fiction (WFIC)	68	42	479	589
Fiction Fantasy (WFICF)	1	0	6	7
Fiction Mystery (WFICM)	7	2	117	126
Fiction New (WFICNEW)	19	17	332	368
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	0	0	1	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	17	17
Hanging Bags (WHANG)	1	0	21	22
ILL (WILL)	1	1	28	30
Internet (WINTER)	0	0	1093	1093
Juv. Audio book (WJAUDB)	9	1	16	26
Juv. Biography (WJBIO)	1	3	22	26
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	28	30
Juvenile Easy (WJE)	12	13	613	638
Juv. Easy Non-fiction (WJENF)	3	1	53	57
Juv. Easy Reader (WJER)	17	4	268	289
Juv. Fiction (WJFIC)	38	15	324	377
Juv. Magazine (WJMAG)	0	0	31	31
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	16	22	238	276
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	6	1	159	166
Large Print Fiction (WLPF)	12	10	73	95
Large Print Nonfic (WLPNF)	2	2	13	17
Magazine (WMAG)	6	1	382	389
Non-Fiction 000 (WNF000)	1	0	4	5
Non-Fiction 100 (WNF100)	0	1	11	12
Non-Fiction 200 (WNF200)	5	0	23	28
Non-Fiction 300 (WNF300)	2	7	43	52
Non-Fiction 400 (WNF400)	0	0	4	4
Non-Fiction 500 (WNF500)	1	0	14	15
Non-Fiction 600 (WNF600)	17	11	211	239
Non-Fiction 700 (WNF700)	1	4	42	47
Non-Fiction 800 (WNF800)	2	1	6	9
Non-Fiction 900 (WNF900)	4	7	41	52
Nonfiction DVD (WNFDVD)	2	1	78	81
Nonfiction (WNFIC)	0	0	1	1

Nonfiction New (WNFNEW)	20	14	111	145
Nonfiction VHS (WNFVHS)	0	0	12	12
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	88	88
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	1	7	218	226
YA Audio book (WYAUSB)	2	0	4	6
YA Biography (WYAB)	0	1	4	5
YA Books on CD (WYABKCD)	1	0	2	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	23	19	201	243
YA Nonfiction (WYANF)	3	3	24	30
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	12684	12583	8365	33632

CIRCULATION BY HOLDINGS CODE
March 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	4	0	1	5
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	25	2	1	28
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	69	64	24	157
Books on CD (BKCD)	165	221	154	540
Books on Tape (BKT)	6	13	17	36
Compact Disc (CD)	467	515	433	1415
Digital Audiobooks (DA)	7	2	2	11
DVD (DVD)	1895	2743	1885	6523
Equipment (EQP)	204	78	59	341
See librarian (ERR)	0	0	0	0
Express Book (EXP)	48	38	54	140
Fiction (FIC)	1140	895	531	2566
Fiction Fantasy (FICF)	29	1	9	39
Fiction Mystery (FICM)	141	14	129	284
Fiction New (FICNEW)	543	438	356	1337
Fiction Science Fiction (FICSF)	11	0	7	18
Fiction Western (FICW)	7	0	1	8
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	47	95	18	160
Hanging Bags (HANG)	41	40	21	102
ILL (ILL)	80	66	28	174
Internet (INTR)	1767	2142	1093	5002
Juv. Audio book (JAUDB)	35	22	16	73
Juv. Biography (JBIO)	52	89	28	169
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	66	42	29	137
Juvenile Easy (JE)	736	781	625	2142
Juv. Easy Non-Fiction (JENF)	40	114	55	209
Juv. Easy Reader (JER)	529	324	278	1131
Juv. Fiction (JFIC)	474	669	347	1490
Juv. Holiday (JHOL)	85	1	0	86
Juv. Magazine (JMAG)	60	52	31	143
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	486	574	249	1309
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	148	123	162	433
Large Print Fiction (LPF)	199	174	79	452
Large Print Nonfic (LPNF)	17	14	15	46
Magazine (MAG)	959	426	388	1773
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	17	19	4	40
Non-Fiction 100 (NF100)	43	46	13	102
Non-Fiction 200 (NF200)	35	42	24	101
Non-Fiction 300 (NF300)	124	165	61	350
Non-Fiction 400 (NF400)	8	7	7	22
Non-Fiction 500 (NF500)	64	39	15	118
Non-Fiction 600 (NF600)	387	330	229	946
Non-Fiction 700 (NF700)	133	110	45	288
Non-Fiction 800 (NF800)	20	20	6	46
Non-Fiction 900 (NF900)	124	140	51	315
Non-Fiction DVD (NFDVD)	76	100	80	256
Nonfiction (NFIC)	0	0	1	1
Nonfiction New (NFNEW)	219	227	129	575
Nonfiction VHS (NFVH)	36	33	12	81
Oversize (OVER)	3	5	2	10
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	1	0	1
Reference (REF)	114	87	38	239
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	23	40	0	63
Software (SWAR)	125	79	88	292
Vertical File (VF)	0	1	1	2
VHS	247	103	219	569
YA Audio book (YAUDB)	16	14	4	34
YA Biography (YAB)	0	4	4	8

YA Books on CD (YABKCD)	1	0	2	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	352	237	214	803
YA Nonfiction (YANF)	20	41	28	89
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	27	8	1	36
				0
Free reads	329	475	215	1019
Games/Puzzles	3	11	0	14
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	13130	13156	8618	34904

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2474	2043	1382	5899
Nonfiction	1480	1421	692	3593
CHILDREN'S BOOKS				
Fiction	1916	1899	1414	5229
Nonfiction	665	779	332	1776
YA BOOKS				
Fiction	399	332	232	963
Nonfiction	20	45	32	97
Magazines, Adult	959	426	388	1773
Magazines, Children	60	52	31	143
Sound Recordings, adult	662	765	612	2039
Sound Recordings, ch	142	104	66	312
Online databases	0	0	0	0
Software	125	79	88	292
Vertical file	0	1	1	2
VHS/DVD	2254	2979	2196	7429
Equipment	204	78	59	341
Total	11360	11003	7525	29888
A-V Circulation	3183	3927	2962	10072
A-V Circulation as % of total	28.0%	35.7%	39.4%	33.7%

March 2010

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XX										
ADULT BOOKS										
Fiction	78	14	2,474	82	34	2,043	90	11	1,382	5,899
Nonfiction	78	280	1,480	195	5	1,421	37	11	692	3,593
CHILDREN'S BKS										
Fiction	57	8	1,916	53	4	1,899	74	1	1,414	5,229
Nonfiction	12	0	665	18	1	779	0	0	332	1,776
YA BOOKS										
Fiction	4	0	399	35	0	332	16	0	232	963
Nonfiction	0	0	20	2	0	45	0	0	32	97
Magazines,Adult			959			426			388	1,773
Magazines, Child			60			52			31	143
Games, Toys										0
Sound Rec/Adult	16	0	662	11	3	765	9	0	612	2,039
Sound Rec/Child	5	0	142	1	0	104	0	0	66	312
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	125	0	0	79	0	2	88	292
Vertical Files	0	0	0	0	0	1	0	0	1	2
VHS/DVD	39	6	2,254	131	28	2,979	50	2	2,196	7,429
Equipment			204			78			59	341
TOTAL	289	308	11,360	528	75	11,003	276	27	7,525	29,888

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	69,639	59,314	45,232
Circulation Increase/Decrease	5.1%	-6.5%	-5.3%

MONTHLY SYSTEM STATISTICS	2009	2010	% change
Current month's Circulation	30,535	29,888	-2.1%
Jan. to date circulation	86,910	84,055	-3.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
19,164	19,228	11,320	11,368	12,629	ADULT BOOKS
18,224	18,022	19,283	19,473	9,875	Fiction
				9,901	Nonfiction
					CHILDREN'S BKS
13,617	13,666	11,044	11,093	9,122	Fiction
8,789	8,801	5,996	6,013	5,112	Nonfiction
					YA BOOKS
2,323	2,327	2,286	2,321	1,882	Fiction
484	484	681	683	166	Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,671	2,687	3,148	3,156	3,005	3,014 Sound Rec/Adult
594	599	428	429	557	557 Sound Rec/Child
25	25	16	16	1	1 Online Databases
337	337	338	338	165	163 Software
3	3				Vertical Files
3,308	3,341	4,159	4,262	2,412	2,460 VHS/DVD
119	119	142	142	57	57 Equipment
69,658	69,639	58,861	59,314	44,983	45,232 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	253	55	183	40	372	81	808	175
LOCAL HISTORY								
In person	1	0	9	3	0	0	10	3
Letters written	2	2	3	3	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1767	74	2142	89	1093	46	5002	208
Computer software used	266	22	198	17	113	9	577	48
VCR Use	0	0	0	0	0	0	0	0
Microforms	8	1	7	1	0	0	15	2
CD ROM/Online databases	158	13	458	38	160	13	776	65
Typewriter use	0	0	0	0	1	0	1	0
Other equipment used	3	1	2	1	3	1	8	3
OTHER LIBRARY SERVICES USED								
Outreach activities	27	27	13	9	0	0	40	27
Notarized documents	21	5	13	3	1	0	35	9
Meeting Room Use (no. of group)	47	16	61	20	25	8	133	44
Study room use	31	3	50	4	40	3	121	10
Proctoring	7	4	1	1	0	0	8	4
Tax Forms distributed	0	0	2	0	2	0	4	0
Pull Requests	0	0	0	0	3	3	3	18
IN-HOUSE USE ITEMS	73		444		161		678	
WIRELESS USE via patron owned pcs	168		236		113		517	
SELF-CHECKOUT USE	363		1267		584		2214	
INTERLIBRARY LOANS								
Requests made for:	92	23	62	16	53	13	207	52
Items rec'd for:	114	57	87	44	38	19	239	120
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8272	8318	4594	21184
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	388	403	93	884
Number of New Patrons Added	83	65	30	
Number of Patron Cards Expired	4	1	0	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	10	60	17	102	8	48	35	210
Number attending	197		203		281		681	
YA Programs (14-17)	1	6	4	24	1	6	6	36
Number attending	30		31		18		79	
Adult Programs	2	12	7	42	1	6	10	60
Number attending	72		115		86		273	
Senior Citizen Programs	8	48	9	54	3	18	20	120
Number attending	61		131		28		220	
Total Number of Programs	21	126	37	222	13	78	71	426
Total Persons Attending	360		480		413		1253	
Total Attending Same Month Last	380		479		222		1081	
Total Staff Hours Spent		428		509		275	1212	1218
Total Number of In-House Program	14		33		9		56	
Total Attendance	224		371		134		729	
Total Number of Outreach Program	7		4		4		15	
Total Attendance	136		109		279		524	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7950	70.7%	6937	63.5%	5060	67.6%	19947	67.3%
Corporate	61	0.5%	93	0.9%	0	0.0%	154	0.5%
Juvenile 0-11	315	2.8%	680	6.2%	27	0.4%	1022	3.4%
Juvenile-AV	1374	12.2%	1267	11.6%	1096	14.6%	3737	12.6%
Nonresident No Fee	85	0.8%	147	1.3%	203	2.7%	435	1.5%
Nonresident Fee	0	0.0%	2	0.0%	0	0.0%	2	0.0%
PLAC (state library card)	0	0.0%	11	0.1%	0	0.0%	11	0.0%
Reciprocal Adult	456	4.1%	300	2.7%	171	2.3%	927	3.1%
Reciprocal Juvenile	2	0.0%	11	0.1%	0	0.0%	13	0.0%
Reciprocal Juvenile AV	29	0.3%	14	0.1%	0	0.0%	43	0.1%
Reciprocal YA	3	0.0%	24	0.2%	0	0.0%	27	0.1%
Reciprocal YA AV	0	0.0%	9	0.1%	0	0.0%	9	0.0%
School	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	5	0.0%	84	0.8%	0	0.0%	89	0.3%
Staff	551	4.9%	783	7.2%	698	9.3%	2032	6.9%
Walking books	56	0.5%	73	0.7%	0	0.0%	129	0.4%
YA 12-17	88	0.8%	73	0.7%	24	0.3%	185	3.0%
YA-AV	274	2.4%	400	3.7%	208	2.8%	882	3.0%
Total	11249		10916		7487		29652	
 All items borrowed by nonresidents	 580	 5.2%	 610	 5.6%	 374	 5.0%	 1564	 5.3%

**Salary Ordinance 2010
Updated 4/12/10**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Jamie Lee	Page	\$7.25	3/6/10	10	D
Toni Smith	Clerk	\$9.30	4/5/10	14	W

Jamie Lee replaces Renee Fulton who moved out of the area due to her husband's employment.

Toni Smith has been hired to replace Nikki Hachlica who resigned due to childcare issues.

We have examined and approved the changes to the 2010 Jasper County Public Library Salary Ordinance. Dated 4/12/10

<u>Kathleen A. Welling</u>	<u>Timothy H. Schertz</u>
<u>Mari Anne Layler</u>	<u>_____</u>
<u>Susan Deardoff</u>	<u>_____</u>
<u>Janet Van Lan</u>	<u>_____</u>

RESOLUTION TO ADOPT LIBRARY CAPITAL PROJECTS FUND PLAN

This resolution is adopted by the Library Board of the Jasper County Public Library of Jasper County, Indiana.

Whereas, a Library Capital Projects Fund has been established; and

Whereas, the Library Board is required under IC 36-12-12-3 to adopt a plan with respect to the Library Capital Projects Fund; and

Whereas, the Library Board held a public hearing on the plan on April 12, 2010 at the Rensselaer Public Library, 208 W. Susan St., Rensselaer, IN 47978;

THEREFORE, BE IT RESOLVED, by the Library Board that the plan entitled **Jasper County Public Library Capital Projects Fund 2011-2013** is hereby incorporated by reference into this resolution, and is adopted as the Library Board's plan with respect to the Library Capital Projects Fund.

BE IT FURTHER RESOLVED that the Library Board will submit a certified copy of this resolution (including the adopted plan) to the Jasper County Council for review and the Indiana Department of Local Government Finance under IC 36-12-12-3.

Adopted this 12th day of April, 2010, by the following AYE and NAY vote:

AYE

NAY

Natalie A. Whiting
Marci Anne Sayle
Susan Deardorff
Janet M. Winkler
Timothy J. Schults

ATTEST:

Susan Deardorff

Sue Deardorff, Secretary of Library Board

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 12th DAY OF April, 2010.

NAY

AYE

Natalie D. Welling
Mari Anne Sayler
Susan Deadrick
Janet McWhorter
Timothy M. Schmitt

ATTEST:

Susan Deadrick
Secretary of the Jasper County Public Library Board

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from the overtime and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the ~~five~~ **six** Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the ~~five~~ **six** Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first six months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the board for a person employed on an irregular and very limited basis.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

4. Explanation of Salary Plan

- 4.1 Employees will be paid no less than the minimum salary in their classification.
- 4.2 Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after six months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.3 An employee must work 8 months in the same position to qualify for the annual increase in January.

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

4.4 Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library
Salary Schedule (eff 1/1/2010)

Classification	Minimum				
Clerk	\$9.30				
Library Assistant I	\$9.87				
Library Assistant II	\$11.66				
Assistant Business Mgr.	\$11.99				
Library Specialist I	\$11.99				
Library Specialist II	\$14.53				
Library Specialist III	\$14.79				
Classification	Minimum				
Business Manager	\$15.36				
Librarian 1	\$15.69				
Librarian 2	\$16.31				
Librarian 3	\$18.20				
Systems Administrator	\$18.20				
Janitor / Courier	\$10.97				
Maintenance	\$12.44				
		Minimum	One year	2 yrs	3 yrs
					4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III:

College graduate or 10 years' experience as a Library Specialist and head of a major library department or area.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

Assistant to the Business Manager: 2 years of college or 2 years of experience in a related field (business and/or accounting). Requires extensive independent judgment and responsibility in maintaining accounting and personnel records.

Business Manager: 5 years accounting experience. Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance: Responsible for cleaning and maintenance of library building.

Courier: Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. **Changing Classifications**

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay**

2.1 A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 31 hours per week will receive paid sick days on a prorated basis.

2.3 Sick pay may accumulate to a maximum of 96 days.

2.4 Sick pay may be used in case of illness of the employee or a *relative*, as defined in other policies or by law, living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick days per year may also be used for the medical needs of a parent or child not living in the household, with proper medical documentation from child's or parent's health care provider.

2.6 Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.7 Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.8 Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

2.9 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3 An employee who works 3 or 4 eight hour days per week will receive one 8 hour day off with pay when a holiday occurs, if they are eligible for paid holidays. A person who works five 7 hour days will receive one 7 hour day off with pay when a holiday occurs.

3.4 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Librarians I, II, III and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2 Vacation time is not cumulative from one year to the next.

4.2.3 Vacation time accrued during one calendar year is to be taken after the beginning of the following calendar year.

New employees are entitled to vacation benefits upon satisfactory completion of the six-month training/orientation period and upon receipt of a satisfactory performance evaluation. Vacation time will be credited from date of hire. New employees are eligible to take credited vacation time after six months of employment for vacation time earned during previous calendar year.

4.2.4 During first partial year of employment, all vacation time is prorated.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

4.2.6 Vacation leave will not accrue during unpaid leaves of absence.

4.3 **Regulations for employees earning vacation before 1994.** (These employees were hired under a policy requiring them to take vacation time the same year they earned it.) (Revised 4/06)

4.3.1 Vacation is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned.

4.3.2 Employees may defer (or accrue) days of their annual earned vacation leave, to be taken in the subsequent year, until they have accumulated 24 days of accrued vacation.

4.3.3 Employees may never take more than 24 vacation days in one year.

4.3.4 Vacation leave will not accrue during unpaid leaves of absence.

5. **Funeral leave**

5.1 Staff members who qualify may have up to three (3) paid working days to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's child, sibling, grandparent, or parent, or the spouse of any of the above.

5.2 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

6. **Paid Weather Days**

6.1 An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time when library is closed for such stated emergencies will be charged with his/her sick or vacation time as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, have the option to make up any lost time if it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, offset by any amount received as jury or witness fees. Employees must present proof of the amount of jury pay received. An exempt employee will be paid his normal salary, less any jury fees received.

6.2.2 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1 The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL ~~FMLA Policy or Military Leave Policy~~ **FMLA/Military Leave Policy** for more details.

10. Meal time

Each employee working seven (7) hours or more in one day may take at least 30 minutes up to one hour of their own time for lunch or supper.

11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or ~~INCOLSA~~ MCLS.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13.

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

16.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

16.2 Employees traveling on approved library business will be reimbursed for mileage at the IRS approved rate.

16.3 Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. **Outside Employment:**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. **Workers Compensation:**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting:**

Telecommuting arrangements will only be allowed at the discretion of the Director.

JCPL FINANCIAL STATEMENT

April 30, 2010

	Beginning 2010 <u>Balance</u>	Current Month <u>Disbursements</u>	Y-T-D <u>Disbursements</u>	Current Month <u>Receipts</u>	Y-T-D <u>Receipts</u>	Ending <u>Balance</u>
Operating Fund	\$621,190.73	\$135,298.06	\$428,769.93	\$72,598.24	\$238,904.24	\$431,325.04
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$7,026.05	\$203.12	\$671.27	\$257.29	\$1,124.50	\$7,479.28
DeMotte	\$1,410.73	\$10.00	\$122.17	\$0.00	\$182.83	\$1,471.39
Rensselaer	\$3,435.04	\$160.80	\$393.83	\$257.29	\$877.29	\$3,918.50
Wheatfield	\$2,180.28	\$32.32	\$155.27	\$0.00	\$64.38	\$2,089.39
Library Improvement Reserve Fund	\$217,059.63	\$10,190.86	\$33,434.70	\$147.87	\$475.00	\$184,099.93
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$160,952.50	\$0.00	\$0.00	(\$9,224.05)
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$520.00	\$1,615.00	\$0.00	\$225,904.47	\$317,890.37
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$1,060.00	\$3,180.00	\$0.00	\$0.00	\$6,931.97
Capital Projects Fund	\$776,883.86	\$365.56	\$365.56	\$309.58	\$1,566.77	\$778,085.07
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$0.00	\$158,523.15
Sales Tax	\$18.35	\$0.00	\$18.16	\$10.82	\$12.23	\$12.42
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$76.71	\$243.00	\$183,740.54
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,858.32	\$19,805.63	\$5,858.32	\$19,805.63	\$0.00
FICA Tax Collected	\$0.00	\$6,084.60	\$19,402.18	\$6,084.60	\$19,402.18	\$0.00
State Tax Collected	\$3,378.33	\$3,146.64	\$9,942.36	\$3,046.41	\$9,610.44	\$3,046.41
County Tax Collected	\$2,289.85	\$2,259.61	\$6,957.06	\$2,169.60	\$6,836.86	\$2,169.65
Deferred Comp.	\$0.00	\$2,520.00	\$7,560.00	\$2,520.00	\$7,560.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,889.19	\$8,625.45	\$2,876.48	\$8,600.03	\$0.00
Employee Life Insur.	\$0.00	\$135.16	\$384.32	\$135.16	\$384.32	\$0.00
Employee P.E.R.F.	\$6,547.40	\$0.00	\$6,547.40	\$2,017.00	\$6,446.84	\$6,446.84
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,561.85	\$11,474.75	\$3,561.85	\$11,474.75	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$174,092.97	\$719,736.27	\$101,669.93	\$558,351.26	\$2,070,736.62

Bank Balances
Jasper County Public Library
Report as of: 3/31/2010

<i>Bank</i>		
1	Alliance Bank	\$1,192,939.40
2	Demotte State Bank	\$9,746.75
3	Alliance Bank-LIRF Acct	\$184,099.93
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,740.54
7	Rensselaer Banking Ctr CD#400041737	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,070,736.62

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 3/1/2010 To 3/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$14,134.47	\$42,587.53	24.9
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$72,898.04	\$232,949.07	\$742,150.93	23.9
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$4,788.69	\$15,138.69	\$51,063.31	22.9
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,084.60	\$19,402.18	\$64,596.82	23.1
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$308.54	\$6,414.46	4.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$17,155.09	\$52,350.91	24.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,541.90	\$19,675.94	\$74,574.06	20.9
Subtotal	\$1,352,502.00		\$1,352,502.00	\$95,040.03	\$318,763.98	\$1,033,738.02	23.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$0.00	\$194.30	\$75.70	72.0
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$714.67	\$1,332.33	\$9,667.67	12.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$116.60	\$779.38	\$5,220.62	13.0
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$248.54	\$1,739.05	\$3,260.95	34.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$88.22	\$253.43	\$746.57	25.3
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$56.65	\$77.52	\$472.48	14.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$626.76	\$1,699.90	\$11,300.10	13.1
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$37,420.00		\$37,420.00	\$1,851.44	\$6,075.91	\$31,344.09	16.2
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$700.00	\$700.00	\$4,300.00	14.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$0.00	\$838.00	\$5,579.00	13.1
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$239.11	\$883.42	\$3,316.58	21.0
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$384.68	\$401.42	\$4,598.58	8.0
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,227.99	\$3,783.34	\$17,216.66	18.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$168.94	\$1,278.74	\$6,721.26	16.0
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$147.28	\$259.97	\$1,540.03	14.4
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$287.80	\$287.80	\$812.20	26.2
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$1,869.00	\$24,131.00	7.2
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,533.18	\$8,265.83	\$41,734.17	16.5
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$4,490.39	\$14,167.19	\$55,832.81	20.2
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$115.05	\$304.90	\$1,695.10	15.2
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$341.60	\$1,174.41	\$3,575.59	24.7
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$5,052.20	\$17,174.40	\$34,949.70	32.9
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$0.00	\$469.00	\$431.00	52.1
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$85.95	\$155.85	\$94.15	62.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$21.00	\$2,379.00	0.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$20.00	\$120.00	\$20.00	\$65.90	\$54.10	54.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$1,617.47	\$18,769.16	\$64,075.84	22.7
Subtotal	\$383,114.00	\$87.10	\$383,201.10	\$17,411.64	\$70,869.33	\$312,331.77	18.5
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$0.00	\$57.95	\$12,692.05	0.5
4.51 BOOKS	\$142,210.00	\$0.00	\$142,210.00	\$13,420.02	\$19,801.04	\$122,408.96	13.9
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$149.50	\$1,685.56	\$19,446.44	8.0
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$7,425.43	\$11,516.16	\$66,583.84	14.7
Subtotal	\$254,192.00		\$254,192.00	\$20,994.95	\$33,060.71	\$221,131.29	13.0
Grand Total	\$2,027,228.00	\$87.10	\$2,027,315.10	\$135,298.06	\$428,769.93	\$1,598,545.17	21.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd2/12/10 Found-Refunded A/P #188
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$87.10
130	\$24,730.50

Voucher List
Jasper County Public Library

Report Date: From 3/1/2010 To 3/31/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29194	173	4-COUNTY SUPPLY	3/8/2010	Sloan Toilet Repair kit @ Rens	\$35.78
29195	174	AARON'S LAWN CARE	3/8/2010	Snow removal, DeM - 1/25-2/25/10	\$625.00
29196	175	ACE HARDWARE	3/8/2010	Toilet repair parts-flapper/flush lever @ DeM; Book topper hardware; corner strip protectors; bucket; wallpaper adhesive, screws	\$104.29
29197	176	ACP DIRECT	3/8/2010	HP Laser Cartridges, HP Drum kit	\$401.80
29198	177	ALLIED WASTE SERVICES #71	3/8/2010	Trash Service-March 2010 @ Wh. Lib	\$53.00
29199	178	BAKER & TAYLOR	3/8/2010	Books, Continuations, AV, Auto Yours	\$10,866.22
29200	179	BAKER & TAYLOR ENTERTAIN	3/8/2010	DVDs	\$191.27
29201	180	BARNES & NOBLE	3/8/2010	Farmer's Almanac-3	\$16.68
29202	181	BEV JUNGELS	3/8/2010	Lost Book Found-Reimbursed less processing fee	\$7.05
29203	182	BLUETARP FINANCIAL, INC	3/8/2010	Drill Bits, plug tap, faucet washer, screws/springs/gook	\$15.25
29204	183	BORDERS	3/8/2010	Books	\$928.83
29205	184	BRENDA THOMPSON	3/8/2010	Mileage: Training Comm Mtg, Counterparts,Mgmt, Books2Bridge	\$133.57
29206	185	CAPITAL ONE BANK (USA), NA	3/8/2010	Mtg Expenses, Books, AV, Gift Card, Software, Ch. Crafts/Prog Supply	\$3,074.09
29207	186	CENTRAL INDIANA HARDWAR	3/8/2010	Outer Entry door pivots @ Rens	\$627.10
29208	187	CHESTER TECHNOLOGIES	3/8/2010	HP Extended Computer Service Agreement	\$318.00
29209	188	CRAIG BOLT	3/8/2010	Lost Book found-reimbursed less processing fee	\$12.95
29210	189	CULLIGAN OF KOUTS	3/8/2010	March Water Cooler Rental & water	\$48.40
29211	190	DEMCO	3/8/2010	Bk Pockets, Glass-mounted sign holders, adhesive, arch signage	\$207.64
29212	191	DUMAS, WEIST & MAHNESMIT	3/8/2010	Legal services-Wh. Roof & Board Mtg attendance-Dec,Jan,Feb	\$700.00
29213	192	ELLISON EDUCATIONAL EQUI	3/8/2010	Die cut racks	\$106.00
29214	193	EDUCATION NETWORKS OF A	3/8/2010	February INTERNET connection & Traffic Prioritization	\$1,110.00
29215	194	EMILY DURAN	3/8/2010	Mileage: AV Shopping trip	\$22.00
29216	195	FASE'S WATER TREATMENT	3/8/2010	Redout	\$96.00
29217	196	DIANE OPOLSKI	3/8/2010	LeapFrog Leapster games, SOFTWARE, CD-Roms	\$105.10
29218	197	GA FOODS GROUP	3/8/2010	Third Thursday Prog & Mgmt Mtg Supplies	\$35.92
29219	198	GAIL JUNG	3/8/2010	Rensselaer Petty Cash: Postage, Ch. Storytime craft, Mileage-J. Zellon	\$44.48
29220	199	GAIL JUNG	3/8/2010	Light Bulbs (Menards); Mileage: Bank Deposits, UPS, Post Office, misc. supplies	\$23.74
29221	200	GALE	3/8/2010	Books	\$2,331.65
29222	201	H. W. WILSON COMPANY	3/8/2010	Fiction Core Collection-Continuations	\$552.00
29223	202	HIGHSMITH CO. INC.	3/8/2010	Ch. Headphones, Ch. Keyboard, 2-sided Laminate-Rens.	\$166.39
29224	203	HP PRODUCTS CORP.	3/8/2010	Disinfectant spray, vacuum bags/repair parts, stainless steel cleaner	\$152.29
29225	204	INSPIRATIONAL DISTRIBUTOR	3/8/2010	Christian Books	\$25.03
29226	205	JUNIOR LIBRARY GUILD	3/8/2010	YA Book plan, 1 cs/mon	\$167.40
29227	206	KANKAKEE VALLEY PUBLISHI	3/8/2010	Legal Ad-LAR Financial Report for 2009	\$287.80
29228	207	KNOWBUDDY RESOURCES	3/8/2010	Ch. Preview Books	\$379.68
29229	208	LINDA POORTENGA	3/8/2010	Mileage: Counterparts Mtg, Books2Bridge, Librarian Council Mtg, Scanner demo	\$113.50
29230	209	MELISSA J. WIDNER	3/8/2010	Airline Reservation for CIL	\$233.40
29231	210	MIDWEST CASE COMPANY	3/8/2010	Pelican Case w/foam for Computer Lab	\$246.56
29232	211	MIDWEST TAPE	3/8/2010	DVDs	\$163.90
29233	212	NANETTE SPEACHT	3/8/2010	DVD	\$31.66
29234	213	OFFICE DEPOT	3/8/2010	3-hole punch, date stamp, HP cartridge, reinforcements, labeler tape	\$140.67

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29235	214	PATTY STRINGFELLOW	3/8/2010	Mileage: Branch visits, Interview T.S. candidates, Wh. Landscape Mtg w/PU student	\$48.00
29236	215	POSTMASTER	3/8/2010	Postage Stamps: 60-\$.01; 40-\$.02; 80-\$.03; 80-\$.04; 80-\$.05; 100-\$.61; 100-\$.78; 100-\$.98; 100-\$1.00	\$348.00
29237	216	POSTMASTER	3/8/2010	Post Office box rental for PO Box 16, DeMotte, IN	\$76.00
29238	217	PRECISION CONTROL SYSTE	3/8/2010	Boiler Failure, Air flow switch malfunctioning - Rens	\$2,841.80
29239	218	RACHAEL CAVINDER	3/8/2010	Mileage: Bank Deposits, Summer Rdg Mtg, Marketing Mtg, AV Shop Trip, KV Reading Council Mtg, Salesperson Visit	\$80.00
29240	219	RECORDED BOOKS, LLC	3/8/2010	Ch. Bks	\$86.60
29241	220	SMITH TRUE VALUE FARM ST	3/8/2010	Adhesive Spray Glue	\$6.99
29242	221	GREGORY D. MCKNIGHT	3/8/2010	Carpet Cleaning-DeM. Library (Mtg. Room, Children Area, Circ Desk, mats); New carpet area	\$453.30
29243	222	SUE TOBIAS	3/8/2010	Mileage: Bank Deposit, Post Office, deliver bills, Credit Union-Feb	\$9.25
29244	223	TECH LOGIC CORP	3/8/2010	Annual Self-Check System Renewal Mtnce Contract	\$1,200.00
29245	224	TLC HOME IMPROVEMENTS, L	3/8/2010	Rens. Snow Removal 2/5-2/25/10	\$455.00
29246	225	TODD W. LUKE	3/8/2010	Batteries, wall plate, dimmer switch- Rens. Lib.	\$14.85
29247	226	TOWN OF WHEATFIELD SEW	3/8/2010	Sewer Service-March @ Wh. Lib	\$56.65
29248	227	UNIQUE MANAGEMENT SERVI	3/8/2010	Collections - Initial & Secondary Placements - January	\$168.47
29249	228	VISION SERVICE PLAN- (IN)	3/8/2010	Vision Premium-March (18 participants)	\$171.10
29250	229	WAL-MART COMMUNITY BRC	3/8/2010	DVDs, books, Marketing supplies, Pledge, Teen & Storytime craft mat'ls, card stock, clock, batteries, tape, copy paper, clorox wipes, etc.	\$2,799.78
29251	230	YVONNE DEL VECCHIO	3/8/2010	Mileage: Walking Books, deliver Spanish mat'ls & Community Connection (1/6-2/24)	\$29.20
0	231	PAYROLL	3/10/2010	PAYROLL	\$38,892.39
0	232	PAYROLL	3/10/2010	PAYROLL	\$72.57
29252	233	MARIS AND SON, INC	3/8/2010	Final payment Release of Escrow on DeMotte Roof Project	\$10,190.86
29253	234	H.L. MOHLER & ASSOCIATES	3/8/2010	Prof. Services - Final Punch List on DeM Roof Project	\$520.00
126	235	JASPER COUNTY PUBLIC LIB	3/8/2010	Bank Transfer from LIRF - DeMotte Roofing Project	\$10,190.86
29254	236	ANTHEM BLUE CROSS BLUE	3/10/2010	March Health Insurance Premium-18 employees	\$9,089.73
29255	237	ANTHEM LIFE	3/10/2010	March Life Ins. Premium	\$95.94
29256	238	CENTURYLINK	3/10/2010	Local Phones-Rens, March 2010	\$138.59
29257	239	FIRST TRUST CREDIT UNION	3/10/2010	Direct Deposits w/held from 10 March 10 Payroll	\$1,703.75
29258	240	GREAT-WEST RETIREMENT S	3/10/2010	Annuity w/held from 10 March 10 Payroll-7 participants	\$1,260.00
0	241	INDIANA DEPARTMENT OF RE	3/19/2010	State & County Taxes w/held 10 March 10 Payroll, ref #89359, Verif Code #28	\$5,406.25
0	242	IRS USA TAXPAYMENT	3/11/2010	FICA & Federal Tax w/held from 10 March 10 Payrolls - Ref #00614419	\$8,471.10
29259	243	JOSEPH ZELLON	3/10/2010	Courier Mileage, 2/16-2/28/10	\$270.00
29260	244	NIPSCO	3/10/2010	Wheatfield Utilites, 2/2-3/1/10	\$1,557.90
29261	245	TOWN OF DEMOTTE	3/10/2010	March Sewer Fee @ DeM. Lib	\$68.42
29262	246	WASTE MANAGEMENT	3/10/2010	March Trash Pickup @ DeM	\$50.00
0	247	PAYROLL	3/25/2010	PAYROLL	\$43,448.57
29263	248	AFLAC	3/25/2010	Supplemental Insurance - March premium	\$209.48
29264	249	CENTURYLINK	3/25/2010	Local telephone service, March 2010 - Wh. Lib	\$62.03
29265	250	CENTURYLINK	3/25/2010	Long Distance Service-March 2010	\$38.49
29266	251	CHICAGO TRIBUNE	3/25/2010	DeMotte Lib. Newspaper Subsc, 3/15-9/12/2010	\$149.50
29267	252	CITY OF RENSSLAER	3/25/2010	Rens. Utilities, 2/8-3/8/2010	\$3,100.19
29268	253	FIRST TRUST CREDIT UNION	3/25/2010	Direct Deposits w/held from 25 March 10 Payroll	\$1,858.10
29269	254	GREAT-WEST RETIREMENT S	3/25/2010	Annuity w/held from 25 March 10 Payroll-7 participants	\$1,260.00
29270	255	NIPSCO	3/25/2010	DeMotte Utilities, 2/4-3/8/10	\$2,605.61
0	256	IRS USA TAXPAYMENT	3/26/2010	FICA & Federal Tax w/held from 25 March 10 Payrolls - Ref #00620311	\$9,556.42
29271	257	JOSEPH ZELLON	3/26/2010	Courier Mileage, 3/1-3/15/2010	\$270.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$184,283.83

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, April 01, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$184,283.83

Date this 12 day of April, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

March 31, 2010

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES:			\$3,367.94	\$9,039.28
DeMotte	\$1,165.05	\$3,015.83		
Rensselaer	\$1,187.83	\$3,561.93		
Wheatfield	\$1,015.06	\$2,461.52		
PHOTOCOPIES:			\$933.77	\$2,574.95
DeMotte	\$385.15	\$1,061.90		
Rensselaer	\$354.40	\$1,050.88		
Wheatfield	\$194.22	\$462.17		
INTEREST:			\$840.47	\$2,082.88
Checking/Repurchase/Savings/CD's	\$840.47	\$2,082.88		
TAXES:			\$67,330.08	\$224,622.09
Property Tax	\$0.00	\$0.00		
LOIT	\$11,453.67	\$34,361.01		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$48,552.58	\$145,657.74		
Local Option/Property Tax Repl.	\$7,323.83	\$44,603.34		
TAXABLE SALES:-			\$13.88	\$33.87
REFUNDS:			\$112.10	\$551.17
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$62.10	\$401.17		
Meeting Room Rental	\$50.00	\$150.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$72,598.24	\$238,904.24
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$257.29	\$1,124.50
DeMotte	\$0.00	\$182.83		
Rensselaer	\$257.29	\$877.29		
Wheatfield	\$0.00	\$64.38		
LIB. IMPROV. RESERVE FUND:			\$147.87	\$475.00
Interest Earned	\$147.87	\$475.00		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$309.58	\$1,566.77
Interest Earned	\$309.58	\$1,566.77		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
JUST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$10.82	\$12.23
CONSTRUCTION FUND: (Interest Earned)-			\$76.71	\$243.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$73,400.51	\$468,230.21

WITHHOLDING ACCOUNT FUNDS:

			\$28,269.42	\$90,121.05
FIT Tax Collected	\$5,858.32	\$19,805.63		
FICA Collected	\$6,084.60	\$19,402.18		
State Tax Collected	\$3,046.41	\$9,610.44		
County Tax Collected	\$2,169.60	\$6,836.86		
Deferred Comp Plan	\$2,520.00	\$7,560.00		
Pre-tax Insurance Plans	\$2,876.48	\$8,600.03		
Life Insurance	\$135.16	\$384.32		
PERF	\$2,017.00	\$6,446.84		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,561.85	\$11,474.75		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$101,669.93	\$558,351.26

Voucher List

Report Date: From 4/1/2010 To 4/30/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29272	258	ALLIED WASTE SERVICES #71	4/9/2010	Trash Service-April 2010 @ Wh. Lib	\$52.92
29273	259	ANTHEM BLUE CROSS BLUE	4/9/2010	April Health Insurance Premium-18 employees	\$9,089.73
29274	260	ANTHEM LIFE	4/9/2010	April Life Ins. Premium	\$95.94
29275	261	CENTURYLINK	4/9/2010	Local Phones-Rens, April 2010	\$139.70
29276	262	FIRST TRUST CREDIT UNION	4/9/2010	Direct Deposits w/held from 09 April 10 Payroll	\$2,155.77
29277	263	GREAT-WEST RETIREMENT S	4/9/2010	Annuity w/held from 09 April 10 Payroll-7 participants	\$1,260.00
0	264	INDIANA DEPARTMENT OF RE	4/9/2010	State & County Taxes w/held 09 March 10 Payroll, ref #71360, Verif Code #21	\$5,216.01
0	265	IRS USA TAXPAYMENT	4/9/2010	FICA & Federal Tax w/held from 09 April 10 Payrolls - Ref #00687441	\$10,551.59
29280	266	JOSEPH ZELLON	4/9/2010	Courier Mileage, 3/16/2010-3/31/10	\$360.00
29281	267	NIPSCO	4/9/2010	Wheatfield Utilites 3/2/10-4/1/10	\$1,520.11
29282	268	THE TIMES	4/9/2010	Renew Subscription 4/27/10-4/27/11	\$221.00
29283	269	TOWN OF DEMOTTE	4/9/2010	April Sewer Fee @ DeM. Lib	\$68.42
29284	270	TOWN OF WHEATFIELD SEW	4/9/2010	Sewer Service-April @ Wh. Lib	\$56.65
29285	271	USA TODAY	4/9/2010	Annual Newspaper Subscription-Rens Lib. Exp 4/28/11	\$195.00
29286	272	WASTE MANAGEMENT	4/9/2010	April Trash Pickup @ DeM	\$50.00
0	273	PAYROLL	4/10/2010	PAYROLL	\$47,079.99
29287	274	AARON'S LAWN CARE	4/12/2010	Snow removal, Wh.- 1/25-2/25/10	\$775.00
29288	275	ACE HARDWARE	4/12/2010	Brackets for Shelves	\$45.59
29289	276	ACP DIRECT	4/12/2010	LaserJet Toner, Canon Ink	\$332.81
29290	277	ALLSOURCE TELECOM, LLC	4/12/2010	Repaired Wh phone and corrected problems with voicemail and time stamp	\$222.58
29291	278	ANGELA BARTON	4/12/2010	Mileage: Counterparts, Gaming Tourny, Books 2 Bridges	\$215.50
29292	279	BAKER & TAYLOR	4/12/2010	Books, Continuations, AV,Book Leasse-Wh., Auto Yours	\$9,435.38
29293	280	BAKER & TAYLOR ENTERTAIN	4/12/2010	DVDs	\$69.71
29294	281	BETTER CONTAINERS MFG. C	4/12/2010	500 I Love My Library Bags	\$117.11
29295	282	BLUETARP FINANCIAL, INC	4/12/2010	Screws, Tape, Faucet Aerator	\$6.95
29296	283	BRENDA THOMPSON	4/12/2010	PLA Cab to Hotel	\$35.00
29297	284	BRIDGEWAY FINANCIAL GRO	4/12/2010	Books	\$27.00
29298	285	CAPITAL ONE BANK (USA), NA	4/12/2010	Expenses for PLA, Expenses for B2B, Expenses for Library Council Mtg	\$777.33
29299	286	CARRIAGE PAPER PRODUCT	4/12/2010	Termal receipt paper for cashier registers	\$66.93
29300	287	CDW GOVERNMENT, INC	4/12/2010	Surge Protector	\$62.24
29301	288	CULLIGAN OF KOUTS	4/12/2010	April Water Cooler Rental	\$9.95
29302	289	D&D SECURITY RESOURCES,	4/12/2010	Cash Registers	\$57.75
29303	290	DAVIDSON TITLES INC.	4/12/2010	Books	\$1,787.22
29304	291	DEBORAH KRISTOFF	4/12/2010	Courier Mileage 3/11-3/12/10	\$60.00
29305	292	DEMCO	4/12/2010	Labels, Sign Holder, Black Easel	\$118.31
29306	293	DIANA KOOY	4/12/2010	Expenses for PLA, Mileage: Bank Deposits, B2B Mtg, Library Council Mtg, Airport for PLA	\$197.45
29307	294	DOUGLAS RHOADES	4/12/2010	Books	\$60.00
29308	295	DUCKWALL-ALCO STORES, IN	4/12/2010	Expenses for Teen Game Tourny, Story time Program, and Senior Movie	\$58.31
29309	296	ELIZABETH HERNANDEZ	4/12/2010	Reimbursement for returned DVD	\$14.64
29310	297	EDUCATION NETWORKS OF A	4/12/2010	March INTERNET connection & Traffic Prioritization	\$1,110.00
29311	298	FASE-KALUF TV & APPLIANCE	4/12/2010	Phone Battery for Wh	\$16.99
29312	299	FASE'S WATER TREATMENT	4/12/2010	12 Piston and service call	\$195.00
29313	300	FLEX-PAC INC	4/12/2010	Hand soap, Facial Tissue	\$260.81
29314	301	GAIL JUNG	4/12/2010	Mileage: NILBA Mtg, Post Office, Pick Up Door Bell	\$134.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29315	302	GALE	4/12/2010	Books	\$124.43
29316	303	HANCOCK COUNTY PUBLIC LI	4/12/2010	Payment for lost book	\$4.99
29317	304	HEINEMANN-RAINTREE	4/12/2010	Books	\$1,139.50
29318	305	HERITAGE OFFICE PRODUCT	4/12/2010	Name Badge, Name Plate	\$70.20
29319	306	HP PRODUCTS CORP.	4/12/2010	Sand, Vacuum Bags	\$89.51
29320	307	INDIANA INSURANCE COMPA	4/12/2010	Worker's Comp Policy Premium- 2010	\$6,273.00
29321	308	INDIANA LIBRARY FEDERATIO	4/12/2010	ILF District One Conference Registration-Poortenga, Stringfellow, Tachtiris	\$130.00
29322	309	FACTS ON FILE, INC	4/12/2010	Science Online, Health Reference Center, Career Guide Center	\$2,122.52
29323	310	INSPIRATIONAL DISTRIBUTOR	4/12/2010	Books	\$38.70
29324	311	INTELLIGENT CLEANING SYS	4/12/2010	Disinfectant, Paper Towels, Multi-Fold Towels, Bathroom Tissue	\$514.91
29325	312	JASPER COUNTY HISTORICAL	4/12/2010	Book	\$10.00
29326	313	JASPER COUNTY HOSPITAL	4/12/2010	DeM. Lib Water Testing, Coliform & Nitrates	\$17.00
29327	314	K.V.ELECTRIC	4/12/2010	Replace emergency ballast kit & ballast on light fixture	\$360.53
29328	315	KANKAKEE VALLEY PUBLISHI	4/12/2010	Legal Ad-CPF	\$98.52
29329	316	KATHERINE HOEGER FLOTZ	4/12/2010	Books	\$45.00
29330	317	KIRBY RISK CORPORATION	4/12/2010	Ballasts, Wireless Door Chime	\$373.91
29331	318	KONE, INC.	4/12/2010	Repair to DeM Elevator	\$1,051.27
29332	319	LIBRARY VIDEO COMPANY	4/12/2010	DVDs	\$292.63
29333	320	LINDA POORTENGA	4/12/2010	Book, Mileage: Library Council Mtg, Management Mtg, B2B	\$103.81
29334	321	LINDA THOMPSON	4/12/2010	Book	\$10.19
29335	322	LOOKOUT BOOKS	4/12/2010	Books	\$244.50
29336	323	MIDWEST COLLABORATIVE F	4/12/2010	MCLS Annual Membership Fee (1/1/10-6/30/11)	\$157.50
29337	324	MELISSA J. WIDNER	4/12/2010	Book Cleaning Wipes	\$12.27
29338	325	MIDAMERICA BOOKS	4/12/2010	Books	\$782.72
29339	326	MIDWEST TAPE	4/12/2010	DVDs	\$108.93
29340	327	MULTICULTURAL BOOKS & VI	4/12/2010	Spanish Box Set	\$203.25
29341	328	NANETTE SPEACHT	4/12/2010	Mileage: Counterparts, Bank Deposits	\$41.50
29342	329	MIDDLEBURY COMMUNITY PU	4/12/2010	2010 Dues for NICCL	\$50.00
29343	330	OFFICE DEPOT	4/12/2010	Toners, CD/DVD Sleeves	\$129.29
29344	331	OED OFFICE OF ENERGY & D	4/12/2010	2nd Qtr Payment, 2010 - PFEED Loan of 2002	\$2,402.97
29345	332	ORIENTAL TRADING CO., INC	4/12/2010	Flower Garland, Parasols, Sand Dollars, Plastic Fringe Assort, Erasers	\$47.93
29346	333	PATTY STRINGFELLOW	4/12/2010	Work Related Phone Calls, Mileage: Librarian's Council, NILBA Mtg, LLN Mtg, Mgmt Mtg, Marketing Mtg	\$104.66
29347	334	PEGGY WOODS	4/12/2010	Mileage: Look for Farmers Almanac, Post Office, WalMart, AV Shopping Trip	\$5.20
29348	335	POPULAR SUBSCRIPTION SE	4/12/2010	Magazines	\$5,001.44
29349	336	PRECISION CONTROL SYSTE	4/12/2010	1st Qtr. Mtnce	\$1,770.00
29350	337	PUBLIC EMPLOYEES' RETIRE	4/12/2010	1st Qtr 2010 PERF contributions	\$23,311.35
29351	338	QUILL CORPORATION	4/12/2010	Color Copy Paper, Handle Knife, Blades, Binders, Post- its, Index Cards, Tape, Ruled Pads, Folders	\$232.64
29352	339	RACHAEL CAVINDER	4/12/2010	Mileage: Summer Rdg Wksp, Mgmt mtg, Expenses for Afterschool Program	\$74.50
29353	340	REGENT BOOK CO., INC.	4/12/2010	Book	\$13.51
29354	341	ROTARY CLUB of RENSSELAE	4/12/2010	Library Membership Dues-January-February 2010	\$24.00
29355	342	ROEING CORPORATION	4/12/2010	2nd Installment on Contract #10492	\$6,750.00
29356	343	S & S WORLDWIDE, INC	4/12/2010	Small Colored Shells, Paper Tissue, Glitter, Magnetic Strips, Stained Glass Paper	\$64.75
29357	344	SCHOLASTIC LIBRARY PUBLI	4/12/2010	Books	\$434.50
29358	345	STAPLES	4/12/2010	Cash Registers and Filament Tape	\$746.96
29359	346	SUE TOBIAS	4/12/2010	Mileage: Deliver Bd Packets, Deposits, Post Office, WalMart, Anthem Seminar, Orientation at Wh.	\$144.25
29360	347	SUNRISE PACKAGING INC.	4/12/2010	12 & 24 Disc 2 Ring Album	\$184.81

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29361	348	LIBRARY STORE, INC.	4/12/2010	4x6 Storage Box w/ Lid, Repair Tape	\$57.73
29362	349	TRACY CARPENTER	4/12/2010	Reimbursement for Book	\$14.95
29363	350	ULINE	4/12/2010	240 Standard CD Cases	\$112.37
29364	351	UNIQUE MANAGEMENT SERVI	4/12/2010	Collections - Initial & Secondary Placements - February	\$259.28
29365	352	VISION SERVICE PLAN- (IN)	4/12/2010	Vision Premium-April (18 participants)	\$190.98
29366	353	WAL-MART COMMUNITY BRC	4/12/2010	Copy Paper, Sandwich Bags, Foil Coffee, Rape, Mesh Holder, DVDs, Toilet Cleaner	\$697.99
Total Amount of Claims					\$151,629.99

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, April 07, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$151,629.99

Date this 12th day of April, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

MAY

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 10, 2010, 6pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Workshop Request (R 12)

General Business

Wheatfield Library Landscaping (R 12)	Information
Wheatfield Library Roof (R 12)	Information
Director Salary 2011 (R 12)	Action
Oath of Office-Mari Anne Sayler (R 12)	Action
Rensselaer Brick Seating (R 10; R 12-R 13)	Action
Budget Workshop (R 13)	Information

Director's Report (R 12-R 16) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

April 12, 2010
Rensselaer Library

Present: Susan Deardorff, Timothy Schultz, Mari Anne Sayler, Natalie Waling, Janet Umlauf, Patricia Stringfellow, Gail Jung.

Absent: Jody Melton, Deana George

Agenda & Consent Agenda Approval: The Consent Agenda items, March Board Meeting Minutes, bills/financial reports, updated Salary Ordinance, Advanced tax draw, revised Personnel Policy as presented, and workshop request, were approved on a motion by M. Sayler, second by N. Waling. Motion passed.

Capital Projects Fund 2011-13 Plan: There were no citizens present for the CPF hearing. On a motion by M. Sayler, second by N. Waling, the plan was adopted. Motion was unanimous. We will seek approval for the CPF Plan from the County Council at their April 20th Meeting held at 7:00 PM in the Commissioners Room of the J.C. Courthouse. M. Sayler and N. Waling anticipate attending the meeting with P. Stringfellow.

Building Insurance: S. Pickering with Consolidated Insurance Agency presented five different quotes for the annual building and worker's comp insurance. He presented an overview of our comprehensive building insurance policy. Contract requirements for JCPL Blanket Coverage (approximately nine-ten million) are 90% of replacement costs. Through negotiations S. Pickering was able to get a better rate with Indiana Insurance, whom we currently are insured with, for a savings of \$4767; however, this is \$554 more than the lower quote from Downey. If we selected Downey, we would lose the umbrella for our current D&O policy. We would be subject to outside claims if we were in a worker's comp pool. J. Umlauf moved, seconded by N. Waling, to accept the quote from Indiana Insurance. Motion passed. T. Schultz requested that prior to the next time we seek bids for building insurance we discuss the process for seeking bids. Our Board calendar states that "every three years the Library Board will solicit bids for library insurance." As per the calendar we will seek bids again in 2013.

Wheatfield Library Roof: Our attorney has not heard from Luther Mock about the Wheatfield Library roof issue. A sizable number of documents were sent to Mr. Mock on March 16, 2010 to review. These will take some time to sift through according to K. Mahnesmith. He will follow up with Mr. Mock to see where he is in this investigation.

We have received a second copy of Troyer's invoice. After a brief discussion pointing out the pros and cons of responding, the board decided to hold off until we have heard from L. Mock. If Troyer were to become more aggressive in seeking payment, K. Mahnesmith, will write them a letter stating that we are in the process of getting an expert opinion on the matter.

System Administrator Annual Address: Via a PowerPoint presentation S. Maxwell did an excellent job of reporting on the library's accomplishments relating to technology for 2009. A newly installed firewall offers a significant increase for network security, extensive reporting features, an option for email security, and allows for wireless to be placed behind firewall. Aargh! HelpDesk software was updated and improved allowing for search titles box and content of self-service documents. Staff email addresses were shortened to myjcpl.org. The library

saved \$8500 by purchasing 31 new computers/laptops through One Indiana through the State Procurement Program. All pc's now have Internet Explorer 8. Staff pc's are being upgraded to Windows 7 and Office 2007. The very heavy Mobile Lab case was replaced with 4 smaller cases for ease in transporting from one location to another. Rensselaer Library was able to place their Geocache on site in September. Sheila continues to add new documents and forms to Intranet site for staff use. She participates in the NW Indiana Counterparts group, participated in the PLIN Network Leadership team that was instrumental in selecting the Internet Consortium provider, attended CIL in 2009, and logged into several webinars. Sheila is currently working on setting up the new PC's, changing email spam filtering, and consolidating wireless networks to one server for the system. Overhauling and updating procedures and documentation is also an ongoing process.

Technical Services Report: Becky Amalong who began her position as Technical Services Librarian on March 16 introduced herself to the Board, explaining that she most recently worked in an Ohio public library as head of Technical Services and has several years experience working with TLC. She is enthusiastic about having an opportunity to work for JCPL, and expressed appreciation for the help and support she has received from staff as she has become acclimated to JCPL.

Director's Report: Evaluation packets were distributed in preparation for the board's annual evaluation of P. Stringfellow. Board members should mail their form to J. Melton by April 26th, who will compile the results electronically. N. Waling and M. Sayler also serve on the Evaluation Committee.

The morning of Monday, June 7th, was selected for the Trustee Training workshop at the Rensselaer Library. Board members, J. Umlauf, M. Sayler, N. Waling, are planning on attending this Workshop presented by the State Library. All Board members are welcome to attend.

The Purdue University Extension Office is having another informative governmental program featuring Dr. Larry DeBoer on Thursday, May 20th, from 1- 3 PM in Rensselaer. T. Schultz will attend along with P. Stringfellow. Please RSVP to P. Stringfellow if you are interested.

Our user/non-user survey has been written, and we will utilize Survey Monkey to distribute the survey and collect data. This will expedite the process of compiling and collating data and save many hours of staff time. We will also have a paper version of our surveys available for those who prefer it to the electronic format.

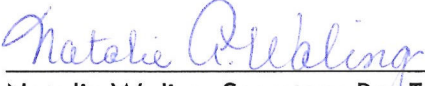
At the request of the Director staff recently discussed the staff Flower Fund, which is a staff fund, not a library fund. After much discussion staff determined that our Human Resources Specialist will send a sympathy card from the Board and staff upon the death of an employee, their spouse, their child, their parent, their brother/sister, their stepchild, their stepparent, their grandchild, their grandparent or their parent-in-law. Due to confidentiality matters we will no longer acknowledge illness/hospitalization. Flowers will no longer be sent due to cost.

A recent mailing from the Dare to Dream: One Region/One Vision committee featured a wonderful sound bite from Jasper County Commissioner Kendall Culp. He said, "Jasper County benefits from key institutions, such as the Jasper County Library system and the Jasper County Hospital...". His remark is appreciated! If you seen Kendall, please thank him for his remark. N.

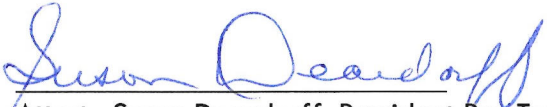
Waling mentioned a recent front page article in the Rensselaer Republican that indicated that much of Patrick Massoel's research was not through the Internet but through library resources.

Future Agenda Items: Wheatfield roof and landscaping plan

Adjournment: With no further matters for discussion N. Waling moved, seconded by J. Umlauf to adjourn at 7:17 PM.



Natalie Waling, Secretary Pro-Tem



Attest: Susan Deardorff, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
April 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	2	0	0	2
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	22	1	3	26
Award Winning non-fiction (DAWNF)	3	0	0	3
Award Winner YAFIC (DAYAF)	0	0	1	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	56	2	1	59
Books on CD (DBKCD)	126	1	6	133
Books on Tape (DBKT)	4	0	2	6
Compact Disc (DCD)	373	22	0	395
Digital Audiobooks (DDA)	10	0	0	10
DVD (DDVD)	1468	11	6	1485
Equipment (DEQP)	181	0	0	181
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	56	2	0	58
Fiction (DFIC)	888	30	17	935
Fiction Fantasy (DFICF)	18	0	1	19
Fiction Mystery (DFICM)	85	14	5	104
Fiction New (DFICNEW)	441	18	24	483
Fiction Science Fiction (DFICSF)	6	0	0	6
Fiction Western (DFICW)	13	0	0	13
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	29	0	0	29
Hanging Bags (DHANG)	16	0	0	16
ILL (DILL)	77	1	0	78
Internet (DINTER)	1403	0	0	1403
Juv. Audio book (DJAUDB)	20	0	1	21
Juv. Biography (DJBIO)	42	1	1	44
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	39	0	1	40
Juvenile Easy (DJE)	703	31	4	738
Juv. Easy Non-fiction (DJENF)	36	0	0	36
Juv. Easy Reader (DJER)	346	3	7	356
Juv. Fiction (DJFIC)	346	4	7	357
Juv. Holiday books (DJHOL)	28	2	0	30
Juv. Magazine (DJMAG)	29	0	0	29
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	438	9	7	454
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	1	0	1
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	175	1	0	176
Large Print Fiction (DLPF)	184	9	2	195

Large Print Nonfic (DLPNF)	8	1	0	9
Magazine (DMAG)	778	1	7	786
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	23	1	0	24
Nonfiction 100 (DNF100)	24	2	1	27
Nonfiction 200 (DNF200)	47	1	1	49
Nonfiction 300 (DNF300)	89	6	2	97
Nonfiction 400 (DNF400)	14	0	0	14
Nonfiction 500 (DNF500)	55	6	2	63
Nonfiction 600 (DNF600)	322	14	17	353
Nonfiction 700 (DNF700)	82	5	2	89
Nonfiction 800 (DNF800)	20	1	0	21
Nonfiction 900 (DNF900)	71	1	7	79
Nonfiction DVD (DNFDVD)	66	5	1	72
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	184	12	11	207
Nonfiction VHS (DNFVHS)	22	1	0	23
Oversize (DOVER)	0	1	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	5	0	1	6
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	39	2	0	41
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	215	6	0	221
YA Audio book (DYAUDB)	9	0	0	9
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	282	2	8	292
YA Nonfiction (DYANF)	19	1	0	20
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	10	4	0	14
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	49	0	52
Books on CD (RBKCD)	4	197	1	202
Books on Tape (RBKT)	0	23	0	23
Compact Disc (RCD)	7	371	7	385
Digital Audiobooks (RDA)	0	7	0	7
DVD (RDVD)	18	2536	4	2558
Equipment (REQP)	0	60	0	60
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	41	0	41
Fiction (RFIC)	30	789	19	838
Fiction New (RFICNEW)	24	419	7	450
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	98	8	106

Hanging Bag (RHANG)	0	14	0	14
ILL (RILL)	2	59	0	61
Internet (RINTER)	0	1851	0	1851
Juv. Audio book (RJAUDB)	0	21	0	21
Juv. Biography (RJBIO)	0	44	0	44
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	34	5	39
Juvenile Easy (RJE)	3	682	1	686
Juv. Easy Non-fiction (RJENF)	0	102	0	102
Juv. Easy Reader (RJER)	9	219	1	229
Juv. Fiction (RJFIC)	22	486	10	518
Juv. Magazine (RJMAG)	0	35	0	35
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	1	579	6	586
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	0	112	0	112
Large Print Fiction (RLPF)	12	176	7	195
Large Print Nonfic (RLPNF)	0	9	0	9
Magazine (RMAG)	14	477	2	493
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	11	0	11
Non-Fiction 100 (RNF100)	2	42	0	44
Non-Fiction 200 (RNF200)	3	35	1	39
Non-Fiction 300 (RNF300)	4	95	7	106
Non-Fiction 400 (RNF400)	2	10	2	14
Non-Fiction 500 (RNF500)	0	56	2	58
Non-Fiction 600 (RNF600)	19	231	6	256
Non-Fiction 700 (RNF700)	7	91	2	100
Non-Fiction 800 (RNF800)	1	22	1	24
Non-Fiction 900 (RNF900)	10	77	6	93
Nonfiction DVD (RNFDVD)	0	95	2	97
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	11	240	10	261
Nonfiction VHS (RNFVHS)	0	32	0	32
Oversize (ROVER)	4	2	0	6
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	17	0	17
Software (RSWAR)	0	91	0	91
Vertical File (RVF)	0	3	1	4
VHS (RVHS)	0	102	0	102
YA Audio book (RYAUDB)	1	11	0	12
YA Biography (RYAB)	0	7	0	7
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	13	152	6	171
YA Nonfiction (RYANF)	2	32	0	34
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	13	16
Books on CD (WBKCD)	10	5	131	146
Books on Tape (WBKT)	0	1	6	7
Compact Disc (WCD)	7	37	310	354
Digital Audiobooks (WDA)	0	0	3	3
DVD (WDVD)	6	16	1414	1436
Equipment (WEQP)	0	0	58	58
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	40	40
Fiction (WFIC)	47	57	383	487
Fiction Fantasy (WFICF)	0	0	11	11
Fiction Mystery (WFICM)	0	9	85	94
Fiction New (WFICNEW)	31	19	339	389
Fiction Science Fiction (WFICSF)	0	2	5	7
Fiction Western (WFICW)	0	4	1	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	1	20	22
Hanging Bags (WHANG)	1	2	4	7
ILL (WILL)	3	0	42	45
Internet (WINTER)	0	0	945	945
Juv. Audio book (WJAUSB)	0	0	7	7
Juv. Biography (WJBIO)	2	0	15	17
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	0	25	28
Juvenile Easy (WJE)	26	46	489	561
Juv. Easy Non-fiction (WJENF)	5	2	48	55
Juv. Easy Reader (WJER)	14	4	158	176
Juv. Fiction (WJFIC)	61	13	266	340
Juv. Magazine (WJMAG)	0	0	17	17
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	25	17	259	301
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	11	2	134	147
Large Print Fiction (WLPF)	7	10	90	107
Large Print Nonfic (WLPNF)	2	1	11	14
Magazine (WMAG)	3	2	403	408
Non-Fiction 000 (WNF000)	1	0	5	6
Non-Fiction 100 (WNF100)	1	3	19	23
Non-Fiction 200 (WNF200)	4	1	15	20
Non-Fiction 300 (WNF300)	5	1	53	59
Non-Fiction 400 (WNF400)	4	0	4	8
Non-Fiction 500 (WNF500)	0	3	10	13
Non-Fiction 600 (WNF600)	21	12	180	213
Non-Fiction 700 (WNF700)	5	0	98	103
Non-Fiction 800 (WNF800)	2	0	10	12
Non-Fiction 900 (WNF900)	2	1	55	58
Nonfiction DVD (WNFDVD)	0	0	53	53
Nonfiction (WNFIC)	0	0	2	2

Nonfiction New (WNFNEW)	12	7	99	118
Nonfiction VHS (WNFVHS)	0	0	6	6
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	48	48
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	2	0	147	149
YA Audio book (WYAUDB)	1	0	5	6
YA Biography (WYAB)	0	0	3	3
YA Books on CD (WYABKCD)	1	0	1	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	9	202	231
YA Nonfiction (WYANF)	2	1	20	23
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	10639	11471	7049	29159

CIRCULATION BY HOLDINGS CODE
April 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	2	0	0	2
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	22	1	3	26
Award Winning non-fiction (AWNf)	3	0	0	3
Award Winner YAFIC (AYAF)	0	0	1	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	61	52	14	127
Books on CD (BKCD)	140	203	138	481
Books on Tape (BKT)	4	24	8	36
Compact Disc (CD)	387	430	317	1134
Digital Audiobooks (DA)	10	7	3	20
DVD (DVD)	1492	2563	1424	5479
Equipment (EQP)	181	60	58	299
See librarian (ERR)	0	0	0	0
Express Book (EXP)	56	43	40	139
Fiction (FIC)	965	876	419	2260
Fiction Fantasy (FICF)	18	0	12	30
Fiction Mystery (FICM)	85	23	90	198
Fiction New (FICNEW)	496	456	370	1322
Fiction Science Fiction (FICSF)	6	2	5	13
Fiction Western (FICW)	13	4	1	18
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	30	99	28	157
Hanging Bags (HANG)	17	16	4	37
ILL (ILL)	82	60	42	184
Internet (INTR)	1403	1851	945	4199
Juv. Audio book (JAUDB)	20	21	8	49
Juv. Biography (JBIO)	44	45	16	105
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	42	34	31	107
Juvenile Easy (JE)	732	759	494	1985
Juv. Easy Non-Fiction (JENF)	41	104	48	193
Juv. Easy Reader (JER)	369	226	166	761
Juv. Fiction (JFIC)	429	503	283	1215
Juv. Holiday (JHOL)	28	2	0	30
Juv. Magazine (JMAG)	29	35	17	81
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	464	605	272	1341
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	2	1	0	3
Juv. Toddler (JTOD)	186	115	134	435
Large Print Fiction (LPF)	203	195	99	497
Large Print Nonfic (LPNF)	10	11	11	32
Magazine (MAG)	795	480	412	1687
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	24	12	5	41
Non-Fiction 100 (NF100)	27	47	20	94
Non-Fiction 200 (NF200)	54	37	17	108
Non-Fiction 300 (NF300)	98	102	62	262
Non-Fiction 400 (NF400)	20	10	6	36
Non-Fiction 500 (NF500)	55	65	14	134
Non-Fiction 600 (NF600)	362	257	203	822
Non-Fiction 700 (NF700)	94	96	102	292
Non-Fiction 800 (NF800)	23	23	11	57
Non-Fiction 900 (NF900)	83	79	68	230
Non-Fiction DVD (NFDVD)	66	100	56	222
Nonfiction (NFIC)	0	0	2	2
Nonfiction New (NFNEW)	207	259	120	586
Nonfiction VHS (NFVH)	22	33	6	61
Oversize (OVER)	4	3	0	7
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	0	1	6
Reference (REF)	76	61	31	168
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	17	0	24
Software (SWAR)	39	93	48	180
Vertical File (VF)	2	3	2	7
VHS	217	108	147	472
YA Audio book (YAUDB)	11	11	5	27
YA Biography (YAB)	3	7	3	13

YA Books on CD (YABKCD)	1	0	1	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	315	163	216	694
YA Nonfiction (YANF)	23	34	20	77
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	10	5	1	16
				0
Free reads	254	559	132	945
Games/Puzzles	0	5	0	5
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10969	12096	7212	30277

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2106	2163	1169	5438
Nonfiction	1287	1191	728	3206
CHILDREN'S BOOKS				
Fiction	1740	1604	1080	4424
Nonfiction	587	758	337	1682
YA BOOKS				
Fiction	345	262	245	852
Nonfiction	26	41	23	90
Magazines, Adult	795	480	412	1687
Magazines, Children	29	35	17	81
Sound Recordings, adult	553	675	472	1700
Sound Recordings, ch	79	71	43	193
Online databases	0	0	0	0
Software	39	93	48	180
Vertical file	2	3	2	7
VHS/DVD	1797	2804	1633	6234
Equipment	181	60	58	299
Total	9566	10240	6267	26073
A-V Circulation	2468	3643	2196	8307
A-V Circulation as % of total	25.8%	35.6%	35.0%	31.9%

April 2010

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
19,228	19,286	11,368	11,406	12,708	12,805
18,022	18,123	19,473	19,631	9,901	9,967
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
13,666	13,701	11,093	11,139	9,195	9,243
8,801	8,817	6,013	6,042	5,112	5,123
					Fiction
					Nonfiction
					YA BOOKS
2,327	2,341	2,321	2,346	1,898	1,916
484	488	683	688	166	166
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,687	2,737	3,156	3,240	3,014	3,084 Sound Rec/Adult
599	605	429	440	557	586 Sound Rec/Child
25	25	16	16	1	1 Online Databases
337	336	338	338	163	164 Software
3	3				Vertical Files
3,341	3,366	4,262	4,335	2,460	2,508 VHS/DVD
119	119	142	142	57	57 Equipment
69,639	69,947	59,314	59,783	45,232	45,620 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

April 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	196	42	210	46	336	73	742	161
LOCAL HISTORY								
In person	7	2	15	4	4	1	26	7
Letters written	3	3	10	10	5	5	18	18
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1403	58	1851	77	945	39	4199	175
Computer software used	201	17	260	22	109	9	570	48
VCR Use	0	0	0	0	3	0	3	0
Microforms	28	4	12	2	0	0	40	5
CD ROM/Online databases	105	9	415	35	145	12	665	55
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	1	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	25	25	8	5	0	0	33	22
Notarized documents	6	2	4	1	5	1	15	4
Meeting Room Use (no. of group)	54	18	59	20	28	9	141	47
Study room use	32	3	37	3	45	4	114	10
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	13	0	9	0	22	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	79		428		176		683	
WIRELESS USE via patron owned pcs	190		199		70		459	
SELF-CHECKOUT USE	244		957		611		1812	
INTERLIBRARY LOANS								
Requests made for:	100	25	84	21	43	11	227	57
Items rec'd for:	76	38	61	31	31	16	168	84
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8339	8370	4630	21339
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	397	402	94	893
Number of New Patrons Added	60	51	36	
Number of Patron Cards Expired	-5	-1	0	

negative number indicates more accounts have expired than have been added

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	2	12	3	18	1	6	6	36
Children's Programs (0-13)	7	42	12	72	10	60	29	174
Number attending	195		228		341		764	
YA Programs (14-17)	0	0	0	0	1	6	1	6
Number attending	27		3		10		40	
Adult Programs	3	18	5	30	1	6	9	54
Number attending	106		157		59		322	
Senior Citizen Programs	7	42	8	48	4	24	19	114
Number attending	56		127		33		216	
Total Number of Programs	19	114	28	168	17	102	64	384
Total Persons Attending	384		515		443		1342	
Total Attending Same Month Last	490		791		392		1673	
Total Staff Hours Spent		361		443		283	1087	1079
Total Number of In-House Program	13		23		13		49	
Total Attendance	298		297		250		845	
Total Number of Outreach Program	6		5		4		15	
Total Attendance	86		218		193		497	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6734	71.0%	6728	66.1%	4190	67.2%	17652	68.1%
Corporate	115	1.2%	0	0.0%	0	0.0%	115	0.4%
Juvenile 0-11	224	2.4%	493	4.8%	93	1.5%	810	3.1%
Juvenile-AV	1044	11.0%	1022	10.0%	789	12.7%	2855	11.0%
Nonresident No Fee	78	0.8%	267	2.6%	183	2.9%	528	2.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Adult	455	4.8%	268	2.6%	71	1.1%	794	3.1%
Reciprocal Juvenile	0	0.0%	9	0.1%	0	0.0%	9	0.0%
Reciprocal Juvenile AV	21	0.2%	8	0.1%	2	0.0%	31	0.1%
Reciprocal YA	2	0.0%	11	0.1%	14	0.2%	27	0.1%
Reciprocal YA AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	2	0.0%	145	1.4%	0	0.0%	147	0.6%
Staff	462	4.9%	781	7.7%	641	10.3%	1884	7.3%
Walking books	59	0.6%	76	0.7%	0	0.0%	135	0.5%
YA 12-17	72	0.8%	52	0.5%	36	0.6%	160	2.9%
YA-AV	222	2.3%	306	3.0%	217	3.5%	745	2.9%
Total	9490		10179		6236		25905	
 All items borrowed by nonresidents	 558	 5.9%	 721	 7.1%	 270	 4.3%	 1549	 6.0%

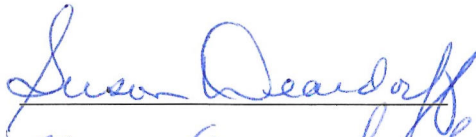
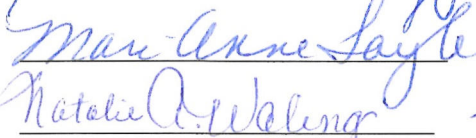
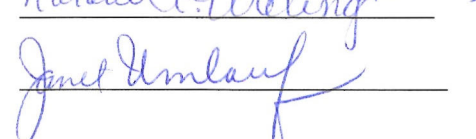
**Salary Ordinance 2010
Updated 5/10/10**

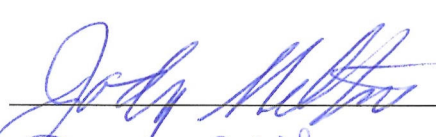
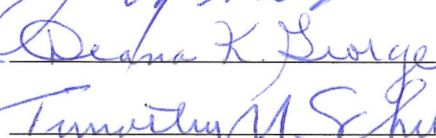
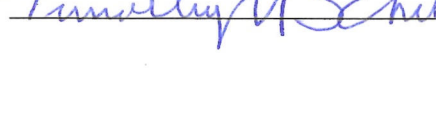
Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Margaret Jones	Janitor	\$10.97	4/8/10	13	W
Melissa Smith	Clerk	\$9.30	4/20/10	12	R
Jim Little	Maintenance	\$12.44	1/1/10	3	W
Todd Luke	Maintenance	\$12.44	1/1/10	3	R

Margaret Jones replaces Joan Estrada who resigned; and Melissa Smith replaces Elizabeth Gray who plans to attend grad school beginning in the fall.

In addition Jim Little's and Todd Luke's salaries were listed incorrectly in the Salary Ordinance approved by the Board in January (they were listed as \$12.32).

We have examined and approved the changes to the 2010 Jasper County Public Library Salary Ordinance. Dated 5/10/10



B10

PROPOSAL SUBMITTED TO	WORK TO BE PERFORMED AT
Rensselaer Public Library 208 Susan St Rensselaer, In. 47978 219-866-5881	Same

PROPOSAL

April 20, 2010

We hereby propose to furnish all materials and all labor necessary for the removal and replacement of existing **Brick seats around flag pole.**

1. Remove existing concrete seats and brick.
2. Remove all debris from site to dumpster.
3. Rebuild or relay Brick as it was before.
4. We will lay an 8" block inside for frame work. (Has dirt inside now)
5. Will match brick as close as possible and use type S mortar.
6. Pour and finish new concrete for seat and install 4 -1/2" rod per seat.
7. Spray all brick and concrete seats with water sealer.
8. Grind off edges of main sidewalk. (tripping hazard) (three joints) \$ 86.00
9. Tuck-point brick on NW corner of building. \$185.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawing and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **\$4,985.00**

FOUR THOUSAND NINE HUNDRED AND EIGHTY FIVE DOLLARS.

10% down 40% after demo and remainder on completion.

Any alteration or derivation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Owner to supply electric and gas for heat if necessary.

Workmen's compensation and public liability insurance on above work to be taken out by; **ANDREE BUILDERS, INC.**

Respectfully submitted

Andree Builders, Inc.

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 15 DAYS.

ACCEPTANCE OF PROPOSAL

219-987-6715 office

219-987-5226 fax

109-A South Halleck Street • DeMotte, Indiana 46310

JCPL FINANCIAL STATEMENT

March 31, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$179,800.62	\$608,570.55	\$71,614.55	\$310,518.79	\$323,138.97
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$7,026.05	\$881.96	\$1,553.23	\$3,062.98	\$4,187.48	\$9,660.30
DeMotte	\$1,410.73	\$153.45	\$275.62	\$1,517.09	\$1,699.92	\$2,835.03
Rensselaer	\$3,435.04	\$89.69	\$483.52	\$1,068.00	\$1,945.29	\$4,896.81
Wheatfield	\$2,180.28	\$638.82	\$794.09	\$477.89	\$542.27	\$1,928.46
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$152.32	\$627.32	\$184,252.25
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$160,952.50	\$0.00	\$0.00	(\$9,224.05)
Includes Investments of	\$0.00					
Rainy Day Fund	\$93,600.90	\$0.00	\$1,615.00	\$0.00	\$225,904.47	\$317,890.37
Includes Investments of	\$0.00					
State Technology Fund G	\$10,111.97	\$1,060.00	\$4,240.00	\$0.00	\$0.00	\$5,871.97
Capital Projects Fund	\$776,883.86	\$0.00	\$365.56	\$236.34	\$1,803.11	\$778,321.41
Includes Investments of	\$500,000.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$0.00	\$158,523.15
Sales Tax	\$18.35	\$0.00	\$18.16	\$0.44	\$12.67	\$12.86
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$76.28	\$319.28	\$183,816.82
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,998.83	\$26,804.46	\$6,998.83	\$26,804.46	\$0.00
FICA Tax Collected	\$0.00	\$6,864.01	\$26,266.19	\$6,864.01	\$26,266.19	\$0.00
State Tax Collected	\$3,378.33	\$3,046.41	\$12,988.77	\$3,404.71	\$13,015.15	\$3,404.71
County Tax Collected	\$2,289.85	\$2,169.60	\$9,126.66	\$2,486.64	\$9,323.50	\$2,486.69
Deferred Comp.	\$0.00	\$2,520.00	\$10,080.00	\$2,520.00	\$10,080.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,889.19	\$11,514.64	\$2,889.19	\$11,489.22	\$0.00
Employee Life Insur.	\$0.00	\$135.16	\$519.48	\$135.16	\$519.48	\$0.00
Employee P.E.R.F.	\$6,547.40	\$6,446.84	\$12,994.24	\$2,268.13	\$8,714.97	\$2,268.13
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$5,230.89	\$16,705.64	\$5,230.89	\$16,705.64	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$218,043.51	\$937,779.78	\$107,940.47	\$666,291.73	\$1,960,633.58

Bank Balances
Jasper County Public Library
Report as of: 4/30/2010

<i>Bank</i>		
1	Alliance Bank	\$1,079,913.64
2	Demotte State Bank	\$12,440.87
3	Alliance Bank-LIRF Acct	\$184,252.25
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,816.82
7	Rensselaer Banking Ctr CD#400041737	\$500,000.00
8		
9		
10		
11		

Total all banks = \$1,960,633.58

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd2/12/10 Found-Refunded A/P #188
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$116.69
130	\$24,730.50

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 4/1/2010 To 4/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$18,861.27	\$37,860.73	33.3
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$82,882.30	\$315,831.37	\$659,268.63	32.4
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,005.49	\$20,144.18	\$46,057.82	30.4
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,864.01	\$26,266.19	\$57,732.81	31.3
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$308.54	\$6,414.46	4.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$16,864.51	\$34,019.60	\$35,486.40	48.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,561.78	\$26,237.72	\$68,012.28	27.8
Subtotal	\$1,352,502.00		\$1,352,502.00	\$122,904.89	\$441,668.87	\$910,833.13	32.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$0.00	\$194.30	\$75.70	72.0
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$1,213.15	\$2,545.48	\$8,454.52	23.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$883.68	\$1,663.06	\$4,336.94	27.7
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$321.17	\$2,060.22	\$2,939.78	41.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$131.45	\$384.88	\$615.12	38.5
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$3.09	\$80.61	\$469.39	14.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$632.51	\$2,332.41	\$10,667.59	17.9
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$37,420.00		\$37,420.00	\$3,185.05	\$9,260.96	\$28,159.04	24.7
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$700.00	\$4,300.00	14.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$0.00	\$838.00	\$5,579.00	13.1
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$250.83	\$1,134.25	\$3,065.75	27.0
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$401.42	\$4,598.58	8.0
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,774.60	\$5,557.94	\$15,442.06	26.5
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$914.08	\$2,192.82	\$5,807.18	27.4
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$175.05	\$435.02	\$1,364.98	24.2
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$98.52	\$386.32	\$713.68	35.1
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$6,273.00	\$8,142.00	\$17,858.00	31.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$1,699.68	\$9,965.51	\$40,034.49	19.9
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,275.24	\$19,442.43	\$50,557.57	27.8
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$388.40	\$1,611.60	19.4
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$359.57	\$1,533.98	\$3,216.02	32.3
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$4,023.08	\$21,197.48	\$30,926.62	40.7
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$0.00	\$469.00	\$431.00	52.1
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$165.80	\$84.20	66.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$231.50	\$252.50	\$2,147.50	10.5
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$49.59	\$149.59	\$29.59	\$95.49	\$54.10	63.8
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$9,880.55	\$28,649.71	\$54,195.29	34.6
Subtotal	\$383,114.00	\$116.69	\$383,230.69	\$31,078.74	\$101,948.07	\$281,282.62	26.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$599.97	\$657.92	\$12,092.08	5.2
4.51 BOOKS	\$142,210.00	\$0.00	\$142,210.00	\$13,152.94	\$32,953.98	\$109,256.02	23.2
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$5,285.29	\$6,970.85	\$14,161.15	33.0
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$3,593.74	\$15,109.90	\$62,990.10	19.3
Subtotal	\$254,192.00		\$254,192.00	\$22,631.94	\$55,692.65	\$198,499.35	21.9
Grand Total	\$2,027,228.00	\$116.69	\$2,027,344.69	\$179,800.62	\$608,570.55	\$1,418,774.14	30.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

April 30, 2010

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
IES & FEES:			\$2,489.70	\$11,528.98
DeMotte	\$859.83	\$3,875.66		
Rensselaer	\$913.47	\$4,475.40		
Wheatfield	\$716.40	\$3,177.92		
PHOTOCOPIES:			\$849.16	\$3,424.11
DeMotte	\$346.95	\$1,408.85		
Rensselaer	\$341.86	\$1,392.74		
Wheatfield	\$160.35	\$622.52		
INTEREST:			\$889.70	\$2,972.58
Checking/Repurchase/Savings/CD's	\$889.70	\$2,972.58		
TAXES:			\$67,330.08	\$291,952.17
Property Tax	\$0.00	\$0.00		
LOIT	\$11,453.67	\$45,814.68		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$48,552.58	\$194,210.32		
Local Option/Property Tax Repl.	\$7,323.83	\$51,927.17		
TAXABLE SALES:-			\$5.91	\$39.78
REFUNDS:			\$50.00	\$601.17
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$401.17		
Meeting Room Rental	\$50.00	\$200.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS:			\$71,614.55	\$310,518.79
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$3,062.98	\$4,187.48
DeMotte	\$1,517.09	\$1,699.92		
Rensselaer	\$1,068.00	\$1,945.29		
Wheatfield	\$477.89	\$542.27		
LIB. IMPROV. RESERVE FUND:			\$152.32	\$627.32
Interest Earned	\$152.32	\$627.32		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$236.34	\$1,803.11
Interest Earned	\$236.34	\$1,803.11		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
T/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$0.44	\$12.67
CONSTRUCTION FUND: (Interest Earned)-			\$76.28	\$319.28
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)-			\$75,142.91	\$543,373.12

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$6,998.83	\$26,804.46	\$32,797.56	\$122,918.61
FICA Collected	\$6,864.01	\$26,266.19		
State Tax Collected	\$3,404.71	\$13,015.15		
County Tax Collected	\$2,486.64	\$9,323.50		
Deferred Comp Plan	\$2,520.00	\$10,080.00		
Pre-tax Insurance Plans	\$2,889.19	\$11,489.22		
Life Insurance	\$135.16	\$519.48		
PERF	\$2,268.13	\$8,714.97		
Garnishments	\$0.00	\$0.00		
Credit Union	\$5,230.89	\$16,705.64		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$107,940.47	\$666,291.73

*Voucher List**Jasper County Public Library**Report Date: From 4/1/2010 To 4/30/2010*

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29272	258	ALLIED WASTE SERVICES #71	4/9/2010	Trash Service-April 2010 @ Wh. Lib	\$52.92
29273	259	ANTHEM BLUE CROSS BLUE	4/9/2010	April Health Insurance Premium-18 employees	\$9,089.73
29274	260	ANTHEM LIFE	4/9/2010	April Life Ins. Premium	\$95.94
29275	261	CENTURYLINK	4/9/2010	Local Phones-Rens, April 2010	\$139.70
29276	262	FIRST TRUST CREDIT UNION	4/9/2010	Direct Deposits w/held from 09 April 10 Payroll	\$2,155.77
29277	263	GREAT-WEST RETIREMENT S	4/9/2010	Annuity w/held from 09 April 10 Payroll-7 participants	\$1,260.00
0	264	INDIANA DEPARTMENT OF RE	4/9/2010	State & County Taxes w/held 09 March 10 Payroll, ref #71360, Verif Code #21	\$5,216.01
0	265	IRS USA TAXPAYMENT	4/9/2010	FICA & Federal Tax w/held from 09 April 10 Payrolls - Ref #00687441	\$10,551.59
29280	266	JOSEPH ZELLON	4/9/2010	Courier Mileage, 3/16/2010-3/31/10	\$360.00
29281	267	NIPSCO	4/9/2010	Wheatfield Utilites 3/2/10-4/1/10	\$1,520.11
29282	268	THE TIMES	4/9/2010	Renew Subscription 4/27/10-4/27/11	\$221.00
29283	269	TOWN OF DEMOTTE	4/9/2010	April Sewer Fee @ DeM. Lib	\$68.42
29284	270	TOWN OF WHEATFIELD SEW	4/9/2010	Sewer Service-April @ Wh. Lib	\$56.65
29285	271	USA TODAY	4/9/2010	Annual Newspaper Subscription-Rens Lib. Exp 4/28/11	\$195.00
29286	272	WASTE MANAGEMENT	4/9/2010	April Trash Pickup @ DeM	\$50.00
0	273	PAYROLL	4/10/2010	PAYROLL	\$47,079.99
29287	274	AARON'S LAWN CARE	4/12/2010	Snow removal, Wh.- 1/25-2/25/10	\$775.00
29288	275	ACE HARDWARE	4/12/2010	Brackets for Shelves	\$45.59
29289	276	ACP DIRECT	4/12/2010	LaserJet Toner, Canon Ink	\$332.81
29290	277	ALLSOURCE TELECOM, LLC	4/12/2010	Repaired Wh phone and corrected problems with voicemail and time stamp	\$222.58
29291	278	ANGELA BARTON	4/12/2010	Mileage: Counterparts, Gaming Tourny, Books 2 Bridges	\$215.50
29292	279	BAKER & TAYLOR	4/12/2010	Books, Continuations, AV,Book Leasse-Wh., Auto Yours	\$9,435.38
29293	280	BAKER & TAYLOR ENTERTAIN	4/12/2010	DVDs	\$69.71
29294	281	BETTER CONTAINERS MFG. C	4/12/2010	500 I Love My Library Bags	\$117.11
29295	282	BLUETARP FINANCIAL, INC	4/12/2010	Screws, Tape, Faucet Aereator	\$6.95
29296	283	BRENDA THOMPSON	4/12/2010	PLA Cab to Hotel	\$35.00
29297	284	BRIDGEWAY FINANCIAL GRO	4/12/2010	Books	\$27.00
29298	285	CAPITAL ONE BANK (USA), NA	4/12/2010	Expenses for PLA, Expenses for B2B, Expenses for Library Council Mtg	\$777.33
29299	286	CARRIAGE PAPER PRODUCT	4/12/2010	Termal receipt paper for cashier registers	\$66.93
29300	287	CDW GOVERNMENT, INC	4/12/2010	Surge Protector	\$62.24
29301	288	CULLIGAN OF KOUTS	4/12/2010	April Water Cooler Rental	\$9.95
29302	289	D&D SECURITY RESOURCES,	4/12/2010	Cash Registers	\$57.75
29303	290	DAVIDSON TITLES INC.	4/12/2010	Books	\$1,787.22
29304	291	DEBORAH KRISTOFF	4/12/2010	Courier Mileage 3/11-3/12/10	\$60.00
29305	292	DEMCO	4/12/2010	Labels, Sign Holder, Black Easel	\$118.31
29306	293	DIANA KOOY	4/12/2010	Expenses for PLA, Mileage: Bank Deposits, B2B Mtg, Library Council Mtg, Airport for PLA	\$197.45
29307	294	DOUGLAS RHOADES	4/12/2010	Books	\$60.00
29308	295	DUCKWALL-ALCO STORES, IN	4/12/2010	Expenses for Teen Game Tourny, Story time Program, and Senior Movie	\$58.31
29309	296	ELIZABETH HERNANDEZ	4/12/2010	Reimbursement for returned DVD	\$14.64
29310	297	EDUCATION NETWORKS OF A	4/12/2010	March INTERNET connection & Traffic Prioritization	\$1,110.00
29311	298	FASE-KALUF TV & APPLIANCE	4/12/2010	Phone Battery for Wh	\$16.99
29312	299	FASE'S WATER TREATMENT	4/12/2010	12 Piston and service call	\$195.00
29313	300	FLEX-PAC INC	4/12/2010	Hand soap, Facial Tissue	\$260.81
29314	301	GAIL JUNG	4/12/2010	Mileage: NILBA Mtg, Post Office, Pick Up Door Bell	\$134.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29315	302	GALE	4/12/2010	Books	\$124.43
29316	303	HANCOCK COUNTY PUBLIC LI	4/12/2010	Payment for lost book	\$4.99
29317	304	HEINEMANN-RAINTREE	4/12/2010	Books	\$1,139.50
29318	305	HERITAGE OFFICE PRODUCT	4/12/2010	Name Badge, Name Plate	\$70.20
29319	306	HP PRODUCTS CORP.	4/12/2010	Sand, Vacuum Bags	\$89.51
29320	307	INDIANA INSURANCE COMPA	4/12/2010	Worker's Comp Policy Premium- 2010	\$6,273.00
29321	308	INDIANA LIBRARY FEDERATIO	4/12/2010	ILF District One Conference Registration-Poortenga, Stringfellow, Tachtiris	\$130.00
29322	309	FACTS ON FILE, INC	4/12/2010	Science Online, Health Reference Center, Career Guide Center	\$2,122.52
29323	310	INSPIRATIONAL DISTRIBUTOR	4/12/2010	Books	\$38.70
29324	311	INTELLIGENT CLEANING SYS	4/12/2010	Disinfectant, Paper Towels, Multi-Fold Towels, Bathroom Tissue	\$514.91
29325	312	JASPER COUNTY HISTORICAL	4/12/2010	Book	\$10.00
29326	313	JASPER COUNTY HOSPITAL	4/12/2010	DeM. Lib Water Testing, Coliform & Nitrates	\$17.00
29327	314	K.V.ELECTRIC	4/12/2010	Replace emergency ballast kit & ballast on light fixture	\$360.53
29328	315	KANKAKEE VALLEY PUBLISHI	4/12/2010	Legal Ad-CPF	\$98.52
29329	316	KATHERINE HOEGER FLOTZ	4/12/2010	Books	\$45.00
29330	317	KIRBY RISK CORPORATION	4/12/2010	Ballasts, Wireless Door Chime	\$373.91
29331	318	KONE, INC.	4/12/2010	Repair to DeM Elevator	\$1,051.27
29332	319	LIBRARY VIDEO COMPANY	4/12/2010	DVDs	\$292.63
29333	320	LINDA POORTENGA	4/12/2010	Book, Mileage: Library Council Mtg, Management Mtg, B2B	\$103.81
29334	321	LINDA THOMPSON	4/12/2010	Book	\$10.19
29335	322	LOOKOUT BOOKS	4/12/2010	Books	\$244.50
29336	323	MIDWEST COLLABORATIVE F	4/12/2010	MCLS Annual Membership Fee (1/1/10-6/30/11)	\$157.50
29337	324	MELISSA J. WIDNER	4/12/2010	Book Cleaning Wipes	\$12.27
29338	325	MIDAMERICA BOOKS	4/12/2010	Books	\$782.72
29339	326	MIDWEST TAPE	4/12/2010	DVDs	\$108.93
29340	327	MULTICULTURAL BOOKS & VI	4/12/2010	Spanish Box Set	\$203.25
29341	328	NANETTE SPEACHT	4/12/2010	Mileage: Counterparts, Bank Deposits	\$41.50
29342	329	MIDDLEBURY COMMUNITY PU	4/12/2010	2010 Dues for NICCL	\$50.00
29343	330	OFFICE DEPOT	4/12/2010	Toners, CD/DVD Sleeves	\$129.29
29344	331	OED OFFICE OF ENERGY & D	4/12/2010	2nd Qtr Payment, 2010 - PFEPP Loan of 2002	\$2,402.97
29345	332	ORIENTAL TRADING CO., INC	4/12/2010	Flower Garland, Parasols, Sand Dollars, Plastic Fringe Assort, Erasers	\$47.93
29346	333	PATTY STRINGFELLOW	4/12/2010	Work Related Phone Calls, Mileage: Librarian's Council, NILBA Mtg, LLN Mtg, Mgmt Mtg, Marketing Mtg	\$104.66
29347	334	PEGGY WOODS	4/12/2010	Mileage: Look for Farmers Almanac, Post Office, WalMart, AV Shopping Trip	\$5.20
29348	335	POPULAR SUBSCRIPTION SE	4/12/2010	Magazines	\$5,001.44
29349	336	PRECISION CONTROL SYSTE	4/12/2010	1st Qtr. Mtnce	\$1,770.00
29350	337	PUBLIC EMPLOYEES' RETIRE	4/12/2010	1st Qtr 2010 PERF contributions	\$23,311.35
29351	338	QUILL CORPORATION	4/12/2010	Color Copy Paper, Handle Knife, Blades, Binders, Post- its, Index Cards, Tape, Ruled Pads, Folders	\$232.64
29352	339	RACHAEL CAVINDER	4/12/2010	Mileage: Summer Rdg Wksp, Mgmt mtg, Expenses for Afterschool Program	\$74.50
29353	340	REGENT BOOK CO., INC.	4/12/2010	Book	\$13.51
29354	341	ROTARY CLUB of RENSSELAE	4/12/2010	Library Membership Dues-January-February 2010	\$24.00
29355	342	ROEING CORPORATION	4/12/2010	2nd Installment on Contract #10492	\$6,750.00
29356	343	S & S WORLDWIDE, INC	4/12/2010	Small Colored Shells, Paper Tissue, Glitter, Magnetic Strips, Stained Glass Paper	\$64.75
29357	344	SCHOLASTIC LIBRARY PUBLI	4/12/2010	Books	\$434.50
29358	345	STAPLES	4/12/2010	Cash Registers and Filament Tape	\$746.96
29359	346	SUE TOBIAS	4/12/2010	Mileage: Deliver Bd Packets, Deposits, Post Office, WalMart, Anthem Seminar, Orientation at Wh.	\$144.25
29360	347	SUNRISE PACKAGING INC.	4/12/2010	12 & 24 Disc 2 Ring Album	\$184.81

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29361	348	LIBRARY STORE, INC.	4/12/2010	4x6 Storage Box w/ Lid, Repair Tape	\$57.73
29362	349	TRACY CARPENTER	4/12/2010	Reimbursement for Book	\$14.95
29363	350	ULINE	4/12/2010	240 Standard CD Cases	\$112.37
29364	351	UNIQUE MANAGEMENT SERVI	4/12/2010	Collections - Initial & Secondary Placements - February	\$259.28
29365	352	VISION SERVICE PLAN- (IN)	4/12/2010	Vision Premium-April (18 participants)	\$190.98
29366	353	WAL-MART COMMUNITY BRC	4/12/2010	Copy Paper, Sandwich Bags, Foil Coffee, Rape, Mesh Holder, DVDs, Toilet Cleaner	\$697.99
0	354	PAYROLL	4/23/2010	PAYROLL	\$45,534.60
29367	355	AFLAC	4/23/2010	Supplemental Insurance - April premium	\$209.48
29368	356	CENTURYLINK	4/23/2010	Local telephone service, April 2010 - Wh. Lib	\$62.51
29369	357	CENTURYLINK	4/23/2010	Long Distance Service-April 2010	\$46.66
29370	358	CITY OF RENSSELAER	4/23/2010	Rens. Utilities, 3/8-4/9/10	\$3,048.70
29371	359	FIRST TRUST CREDIT UNION	4/23/2010	Direct Deposits w/held from 23 April 10 Payroll	\$3,075.12
29372	360	GREAT-WEST RETIREMENT S	4/23/2010	Annuity w/held from 23 April 10 Payroll-7 participants	\$1,260.00
0	361	IRS USA TAXPAYMENT	4/26/2010	FICA & Federal Tax w/held from 23 April 10 Payrolls - Ref #00643621	\$10,175.26
29373	362	JOSEPH ZELLON	4/23/2010	Courier Mileage, 4/1/10-4/15/10	\$330.00
29374	363	NIPSCO	4/23/2010	DeMotte Utilities, 3/9-4/7/10	\$2,671.19
Total Amount of Claims					\$218,043.51

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 04, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$218,043.51

Date this 10 day of May, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 5/1/2010 To 5/10/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29260	364	NIPSCO	5/1/2010	Void Check #29260. Check not legible.	(\$1,557.90)
29388	365	RUSTY AMMERMAN	5/10/2010	3-Summer Rdg Programs, 6/8 & 6/9	\$800.00
29389	366	ACE HARDWARE	5/10/2010	Materials for Hanging Bag Display-DeM.	\$47.52
29390	367	ANGELA BARTON	5/10/2010	Mileage: Book Vendor & AV Shopping trips; Summer Rdg Prizes	\$48.58
29391	368	BAKER & DANIELS, LLP	5/10/2010	FMLA Policy revision compliance updates	\$688.00
29392	369	BAKER & TAYLOR	5/10/2010	Books, Continuations, Gift Fund Bks, Bk Lease credit-D, AV	\$12,354.43
29393	370	BAKER & TAYLOR ENTERTAIN	5/10/2010	DVDs	\$472.12
29394	371	BARNES & NOBLE	5/10/2010	Books, Audiobooks	\$336.20
29395	372	BETH REASONER	5/10/2010	Mileage: PreSchool Visits/Storytime, Marketing Mtg, Donation Solicitations	\$49.00
29396	373	BLUETARP FINANCIAL, INC	5/10/2010	Caulk, scraper, pail, etc. bldg supplies	\$24.45
29375	374	ALLIED WASTE SERVICES #71	5/10/2010	Trash Service-May 2010 @ Wh. Lib	\$53.17
29376	375	ANTHEM BLUE CROSS BLUE	5/10/2010	May Health Insurance Premium-19 employees	\$9,529.69
29377	376	ANTHEM LIFE	5/10/2010	May Life Ins. Premium	\$95.94
29378	377	FIRST TRUST CREDIT UNION	5/10/2010	Direct Deposits w/held from 10 May 10 Payroll	\$3,096.14
29379	378	GREAT-WEST RETIREMENT S	5/10/2010	Annuity w/held from 10 May 10 Payroll-7 participants	\$1,260.00
29380	380	INDIANA DEPT. OF WORKFOR	5/10/2010	1st Quarter 2009 Unemployment Compensation Pymt	\$2,469.93
0	381	IRS USA TAXPAYMENT	5/10/2010	FICA & Federal Tax w/held from 10 May 10 Payrolls - Ref #00200857	\$9,941.97
29381	382	JOSEPH ZELLON	5/10/2010	Courier Mileage, 4/16/10-4/30/10	\$300.00
29382	383	NIPSCO	5/10/2010	Wheatfield Utilites 2/1-3/1/10	\$1,557.90
29383	384	NIPSCO	5/10/2010	Wheatfield Utilites 4/1-4/30/10	\$1,380.01
29384	385	THE TIMES	5/10/2010	Renew Subscription 5/23/10-5/23/11	\$221.00
29385	386	TOWN OF DEMOTTE	5/10/2010	May Sewer Fee @ DeM. Lib	\$68.42
29386	387	TOWN OF WHEATFIELD SEW	5/10/2010	Sewer Service-May @ Wh. Lib	\$56.65
29387	388	WASTE MANAGEMENT	5/10/2010	May Trash Pickup @ DeM	\$10.00
0	389	PAYROLL	5/10/2010	PAYROLL	\$44,846.57
29397	390	BORDERS	5/10/2010	Books,, DVDs, Audio CDs	\$647.23
29398	391	CAPITAL ONE BANK (USA), NA	5/10/2010	Meeting Expenses/Reservations, Bk Discussion bks, bks, DVDs, Audio CDs, Survey Monkey	\$1,411.85
29399	392	CENTRAL INDIANA HARDWAR	5/10/2010	Interior Entry door top & bottom latch assemblies-Rens. Lib.	\$279.00
29400	393	CULLIGAN OF KOUTS	5/10/2010	Water & Cooler rental-April (Wh. Lib)	\$48.40
29401	394	DAVIDSON TITLES INC.	5/10/2010	Books	\$96.04
29402	395	DEMCO	5/10/2010	Bk Pockets, Classification labels, book tape,magazine binders-Rens, acrylic frames	\$353.90
29403	396	DEX	5/10/2010	Qtly Pymt-May,June,July 2010 White & Yellow page listings	\$85.50
29404	397	DIANA KOOY	5/10/2010	Geocache container, Gift Card-J.Lambert (Gift Fund)	\$24.90
29405	398	DUCKWALL-ALCO STORES, IN	5/10/2010	After-Sch prog, Toddler time	\$36.64
29406	399	EBSCO PUBLISHING	5/10/2010	Automotive Repair Ref Center, 5/1/10-4/30/11	\$2,500.00
29407	400	EDUCATION NETWORKS OF A	5/10/2010	Internet Connection-T1 lines & Prioritization	\$1,110.00
29408	401	INFOBASE PUBLISHING	5/10/2010	Business & Personal Forms (print)	\$346.68
29409	402	CARDINAL OFFICE PRODUCT	5/10/2010	Mtnce Contract 1/21/10-4/21/10, DeMotte Workroom Copier DC 425n	\$272.40
29410	403	FASE'S WATER TREATMENT	5/10/2010	9-Redout bags for Water softener-DeM.	\$108.00
29411	404	FLEX-PAC INC	5/10/2010	Bowl Cleaner, Glass Cleaner, latex gloves, Enmotion paper towels	\$166.36
29412	405	GA FOODS GROUP	5/10/2010	Tuesday Movie Prog expenses-Rens.	\$9.36
29413	406	GALE	5/10/2010	Legal Forms, Opposing Viewpoints Online resources	\$4,402.65

Printed on **Monday, May 10, 2010**

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29414	407	GAYLORD BROS.	5/10/2010	Engraved Signage; Spine Labels	\$99.21
29415	408	HERITAGE OFFICE PRODUCT	5/10/2010	Nametags (K. Delger-2, T. Smith, M. Smith)	\$42.00
29416	409	INDIANA HISTORICAL SOC.	5/10/2010	Books	\$43.08
29417	410	INDIANA INSURANCE COMPA	5/10/2010	Building Ins - Annual premium	\$15,372.00
29418	411	INDIANA ONLINE USERS GRO	5/10/2010	IOLUG Spring Meeting - Stringfellow, Amalong, Maxwell (5/14/10)	\$165.00
29419	412	JILL TACHTIRIS	5/10/2010	Mileage: Database & Reference Counterparts meetings	\$53.00
29420	413	KIRBY RISK CORPORATION	5/10/2010	Dimmer Switch-Rens. Lib.	\$39.24
29421	414	KONE, INC.	5/10/2010	Second Qtr Elevator Mtnce Contrtact-2010	\$464.04
29422	415	LAFAYETTE OFFICE SYSTEM	5/10/2010	Color Copier Bizhub C360-Rens. Lib.	\$7,450.00
29423	416	LIBRARY VIDEO COMPANY	5/10/2010	Children DVDs	\$34.90
29424	417	LINDA POORTENGA	5/10/2010	Mileage: ILF, Bk Salesman Visit, Mgmt, Lib. Council Meetings; Book	\$115.54
29425	418	MARIA ANGELOS BRAVO-VEL	5/10/2010	Lost Magazine Paid - Found & returned	\$5.00
29426	419	MANUFACTURERS' NEWS, IN	5/10/2010	IN Mfg. Directory-2010	\$147.45
29427	420	MELISSA J. WIDNER	5/10/2010	CIL Hotel (4-11-4/13), Parking/Mileage, Meals	\$1,003.09
29428	421	MIDAMERICA BOOKS	5/10/2010	Children Books	\$265.20
29429	422	MIDWEST TAPE	5/10/2010	Audiobook sleeves	\$424.99
29430	423	NORTHWESTERN INDIANA TE	5/10/2010	Demotte Local Phone service - May	\$121.21
29431	424	OFFICE DEPOT	5/10/2010	Round Labels, labeler tape, paper trimmer, glue stick, cardstock, correction tape, sec. envelopes	\$249.30
29432	425	OSBY WATER CONDITIONING	5/10/2010	Softener Chemicals - 2 cs (Wh. Lib.)	\$40.00
29433	426	PATTY STRINGFELLOW	5/10/2010	Mileage: Landscaping, Mgmt, Lib Council Meetings	\$166.00
29434	427	PEGGY WOODS	5/10/2010	AV Shopping Trip (BEST BUY)	\$840.55
29435	428	POSTMASTER	5/10/2010	Stamps: 40-\$.61, 20-\$.78, 80-\$.28, 60-\$.10, 40-\$.02, 40- \$.01, 40- \$.100	\$109.60
29436	429	PRECISION CONTROL SYSTE	5/10/2010	Qtly Mtnce-2nd qtr.	\$1,770.00
29437	430	PROQUEST LLC	5/10/2010	Microfilm of Rens. Republican (9/1-12/31/09)	\$80.01
29438	431	QUILL CORPORATION	5/10/2010	Copier Stand-Rens.	\$154.99
29439	432	RELIABLE EXTERMINATORS, I	5/10/2010	Pest Control-DeM. Lib.	\$175.00
29440	433	RACHAEL CAVINDER	5/10/2010	Mileage: Bank Deposit, AV Shopping, Preschool Visits	\$37.00
29441	434	RELIANCE LABEL SOLUTIONS	5/10/2010	Patron WALLET cards	\$900.21
29442	435	RENSSELAER REPUBLICAN	5/10/2010	Annual Subscription 6/1/10-5/31/11	\$116.00
29443	436	ROEING CORPORATION	5/10/2010	Astaro network protection annual mtnce; Comp Assoc. ARCserve Backup Annual Mtnce	\$1,428.00
29444	437	SIDE-LINE APPLIANCE, INC.	5/10/2010	Refrigerator (Staff Lounge)-DeM.plus delivery/disposal	\$220.00
29445	438	SUE TOBIAS	5/10/2010	Mileage: Bank Deposits, Post Office, Employee Orientation, HR Seminar, Budget 100 wkshp	\$78.85
29446	439	SUNRISE PACKAGING INC.	5/10/2010	CD/DVD Albums (12 disc)	\$217.02
29447	440	TAPED EDITIONS	5/10/2010	Playaways	\$382.93
29448	441	TEACHING COMPANY	5/10/2010	Great Courses Series -- religion; economics	\$239.90
29449	442	TEAM SOFTWARE SOLUTION	5/10/2010	Public Web browser Version 2 annual renewal	\$125.00
29450	443	TRACY J. MILLER	5/10/2010	Lost Pd. Book found & ret'd	\$18.95
29451	444	UNIQUE MANAGEMENT SERVI	5/10/2010	Collections - Initial & Secondary Placements, March 2010	\$207.58
29452	445	UPSTART	5/10/2010	Summer Reading Materials/Prizes/Staff Shirts	\$624.05
29453	446	VISION SERVICE PLAN- (IN)	5/10/2010	Vision Premium - 19 employees (May 2010)	\$200.92
29454	447	WAL-MART COMMUNITY BRC	5/10/2010	DVDs, labeler tape refills, copy paper, Ch. Prog supplies, book cleaner supplies	\$1,131.11
29455	448	WHEATFIELD CHAMBER OF C	5/10/2010	Sandhill Crane Festival booth - Sep 2010	\$40.00
29456	449	YVONNE DEL VECCHIO	5/10/2010	Mileage: Walking Books, deliver prog notices - Mar/Apr 2010	\$36.25
29457	450	CENTURYLINK	5/10/2010	Local Telephone service, May 2010-Rens.	\$139.15
29458	451	CHICAGO TRIBUNE	5/10/2010	Semi-Annual Subscription, 5/13-11/10/2010-Wh. Lib.	\$149.50
29459	452	MOVIE LICENSING USA	5/10/2010	Site Licenses for Movie Copyright Compliance, 6/1/10- 5/31/11 -DeM. Library (Lic #186930001)	\$385.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29460	453	NIPSCO	5/10/2010	DeM. Utilities, 4/7-5/6/10	\$2,654.48
Total Amount of Claims					\$138,811.00

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 10, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$138,811.00

Date this 10th day of May, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JUNE

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 14, 2010, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of May Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10, R 13, R 15)
Nonresident Borrowing Fee (R 15)
DeMotte Arts and Crafts Festival (R 15-R 16)

General Business

Capital Projects Fund-Notice of Adoption (R 16)	Action
Direct Deposit (R 16)	Action
Wheatfield Library Roof (R 16)	Information
Wheatfield Library Landscaping (R 16)	Information
Milroy Collection Update (R 16)	Information
Annual Report of Webmaster (R 16)	Information

Director's Report (R 15-R 19)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

May 10, 2010
Rensselaer Library

Present: Jody Melton, Deana George, Susan Deardorff, Timothy Schultz, Mari Anne Sayler, Natalie Waling, Janet Umlauf, Patricia Stringfellow, Gail (Jung) Evans.

Executive Session: The library board met in closed session to review employee performance. No other topics were discussed. Regular board meeting convened at 6:20 PM.

Agenda & Consent Agenda Approval: The Consent Agenda items, April Board Meeting Minutes, bills/financial reports, updated Salary Ordinance, and workshop request, were approved on a motion by S. Deardorff, second by D. George. Motion passed.

Wheatfield Roof: P. Stringfellow related that our attorney K. Mahnesmith had no news regarding L. Mock's evaluation on the Wheatfield roof. L. Mock would also like to do a field visit, but it has not been scheduled yet.

Wheatfield Landscape Vision: Allison Klicek provided a visual presentation of her plan to improve the landscape at Wheatfield Library. Wetland areas remain under the Jasper County Soil & Water Conservation District jurisdiction as they guide our efforts in managing the wetlands. Allison concentrated on addressing high traffic areas, the center island and the landscape around the front and drive-through areas of the building. She considered maintenance and watering issues and filling in the bare spots as she formulated a plan. She suggested adding red, yellow, orange color perennials to the present landscape to provide curb appeal, using low maintenance plantings and native plants. The use of native plants would offer an educational opportunity for library patrons. A. Klicek sketched in full color her rendition of her plan. She estimated the cost at \$4,000 to implement using volunteers to provide the labor. Dan Perkins, JC S&WC, was unable to attend the Board meeting but is willing to help with grant writing for the proposed landscape project and implementation with use of volunteers. J. Melton suggested that Ms. Patterson, Environmental Science teacher at KV Schools, might allow her class to help with the planting. The board thanked A. Klicek for her efforts. Next step will be to seek funding for this project.

Director's 2011 Salary: On a motion by N. Waling, seconded by M. Sayler, the director's salary will increase at the same rate as the rest of staff as determined by the Board in December. Motion passed.

Oath of Office: M. Sayler was appointed to her fourth term by Rensselaer School Board. She took the oath of office and signed the document.

Rensselaer Brick Seating: The brick seating around the flag pole is deteriorating and in need of repair. Cement toppers were installed in 2006 to prevent water from eroding the bench from the top. The base of the seating was not addressed at that time where it is now crumbling. The bench area is used by patrons frequently and the board agreed that it is an attractive addition to the grounds. Cost of repairs by Andre Builders is \$4985 which includes minor tuck-pointing on the northwest corner of building and to grind down an uneven area of concrete in the sidewalk. T. Schultz moved, seconded by M. Sayler to contract with Andree Builders to do the project. Motion was unanimous.

Budget Workshop: DLGF and SBOA annually hold a budget workshop. M. Sayler expressed interest in attending along with P. Stringfellow and G. Evans on Wednesday, June 9th, at the State Library.

Director's Report: The 2008-09 Financial Audit Report completed at the end of January was sent to the library electronically, and a print version is on file in the library office.

Several items from the Milroy Collection were stolen recently. Before the theft, we had been in the process of getting costs for new display cabinets that are more archival in nature and secure. Staff had inventoried the collection at the end of March. On April 27 a staff member found the cabinet open with patron Jordan Hill holding a sword from the cabinet. Closer inspection revealed that 4 items were missing from the case. Police were called and within five hours we did receive all stolen property back which is currently under lock and key. We received a notice from the Jasper County Prosecuting Attorney's Victims Assistance Unit. If we want to be apprised of what happens to J. Hill, proceedings, sentencing, etc., it is our prerogative to complete a set of forms for this privilege. K. Mahnesmith will guide us in this decision. We have taken photos of all of the items, inventoried them and made notes of numbering and unique markings. Copies have been placed in the library files and will be placed in our safety deposit box. A locksmith has been contacted to better secure our current cabinet until we are able to purchase new cabinets. In addition P. Stringfellow is seeking a list of recommended appraisers to evaluate our collection.

Our Human Resources Specialist, Sue Tobias, will begin seeking an Associates of Applied Science in Business Administration with a Human Resources Concentration in June 2010. Because this course of study, which is offered through Ivy Tech, is directly related to Sue's job responsibilities and we will begin to seek immediate benefit from her learning, we will allow her to take her coursework on library time. She will be paying all associated costs.

On May 20th the Purdue Extension Office in Rensselaer is again presenting another program by Dr. DeBoer, from 1-3:30 on local government finances. T. Schultz, D. George, and P. Stringfellow will be in attendance.

Future Agenda Items: Milroy Collection, Wheatfield roof, Wheatfield landscape plan

Adjournment: With no further matters for discussion N. Waling moved, seconded by J. Umlauf to adjourn at 7:13 PM.


Susan Deardorff, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
May 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	1	0	0	1
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	18	0	1	19
Award Winning non-fiction (DAWNF)	4	0	0	4
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	65	5	2	72
Books on CD (DBKCD)	143	4	5	152
Books on Tape (DBKT)	7	0	0	7
Compact Disc (DCD)	363	16	12	391
Digital Audiobooks (DDA)	4	0	0	4
DVD (DDVD)	1554	10	7	1571
Equipment (DEQP)	135	0	4	139
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	39	0	0	39
Fiction (DFIC)	901	30	23	954
Fiction Fantasy (DFICF)	15	2	1	18
Fiction Mystery (DFICM)	90	9	3	102
Fiction New (DFICNEW)	405	23	14	442
Fiction Science Fiction (DFICSF)	16	2	0	18
Fiction Western (DFICW)	18	0	0	18
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	37	0	3	40
Hanging Bags (DHANG)	16	0	0	16
ILL (DILL)	65	0	0	65
Internet (DINTER)	1444	0	0	1444
Juv. Audio book (DJAUDB)	22	1	1	24
Juv. Biography (DJBIO)	51	0	0	51
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	40	0	0	40
Juvenile Easy (DJE)	763	26	3	792
Juv. Easy Non-fiction (DJENF)	42	2	1	45
Juv. Easy Reader (DJER)	359	6	2	367
Juv. Fiction (DJFIC)	378	10	5	393
Juv. Holiday books (DJHOL)	16	0	1	17
Juv. Magazine (DJMAG)	28	0	3	31
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	376	9	6	391
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	141	5	0	146
Large Print Fiction (DLPF)	183	0	1	184

Large Print Nonfic (DLPNF)	13	0	0	13
Magazine (DMAG)	692	0	27	719
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	12	0	0	12
Nonfiction 100 (DNF100)	35	3	1	39
Nonfiction 200 (DNF200)	42	0	0	42
Nonfiction 300 (DNF300)	78	4	0	82
Nonfiction 400 (DNF400)	14	0	0	14
Nonfiction 500 (DNF500)	44	5	7	56
Nonfiction 600 (DNF600)	277	2	8	287
Nonfiction 700 (DNF700)	54	0	11	65
Nonfiction 800 (DNF800)	12	0	4	16
Nonfiction 900 (DNF900)	94	3	2	99
Nonfiction DVD (DNFDVD)	89	2	1	92
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	137	16	5	158
Nonfiction VHS (DNFVHS)	26	0	0	26
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	9	0	0	9
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	50	1	1	52
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	190	4	2	196
YA Audio book (DYAUSB)	9	0	0	9
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	223	8	7	238
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	12	0	2	14
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	3	1	11
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	35	0	40
Books on CD (RBKCD)	6	143	3	152
Books on Tape (RBKT)	0	29	0	29
Compact Disc (RCD)	7	412	6	425
Digital Audiobooks (RDA)	0	5	0	5
DVD (RDVD)	11	2393	11	2415
Equipment (REQP)	0	94	0	94
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	30	0	30
Fiction (RFIC)	27	819	9	855
Fiction New (RFICNEW)	19	351	8	378
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	0	107	1	108
Hanging Bag (RHANG)	0	31	0	31
ILL (RILL)	3	63	0	66
Internet (RINTER)	0	1860	0	1860
Juv. Audio book (RJAUDB)	0	9	1	10
Juv. Biography (RJBIO)	0	34	0	34
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	42	3	45
Juvenile Easy (RJE)	7	785	1	793
Juv. Easy Non-fiction (RJENF)	0	110	0	110
Juv. Easy Reader (RJER)	0	196	0	196
Juv. Fiction (RJFIC)	18	498	7	523
Juv. Magazine (RJMAG)	0	18	0	18
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	487	2	496
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	130	0	130
Large Print Fiction (RLPF)	23	160	6	189
Large Print Nonfic (RLPNF)	0	9	0	9
Magazine (RMAG)	2	463	1	466
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	8	0	8
Non-Fiction 100 (RNF100)	0	19	1	20
Non-Fiction 200 (RNF200)	3	22	1	26
Non-Fiction 300 (RNF300)	7	70	3	80
Non-Fiction 400 (RNF400)	0	3	0	3
Non-Fiction 500 (RNF500)	0	25	1	26
Non-Fiction 600 (RNF600)	20	225	13	258
Non-Fiction 700 (RNF700)	3	104	3	110
Non-Fiction 800 (RNF800)	0	15	0	15
Non-Fiction 900 (RNF900)	3	86	0	89
Nonfiction DVD (RNFDVD)	2	96	0	98
Nonfiction (RNFIC)	1	0	0	1
Nonfiction new (RNFNEW)	16	210	11	237
Nonfiction VHS (RNFVHS)	2	26	2	30
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	21	0	21
Software (RSWAR)	1	41	0	42
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	2	66	1	69
YA Audio book (RYAUDB)	0	10	2	12
YA Biography (RYAB)	0	4	0	4
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	216	4	227
YA Music CD (RYACD)	0	76	1	77

YA Nonfiction (RYANF)	2	25	1	28
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	16	19
Books on CD (WBKCD)	5	13	135	153
Books on Tape (WBKT)	0	0	6	6
Compact Disc (WCD)	1	23	309	333
Digital Audiobooks (WDA)	0	0	0	0
DVD (WDVD)	11	12	1497	1520
Equipment (WEQP)	0	0	80	80
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	29	29
Fiction (WFIC)	51	37	428	516
Fiction Fantasy (WFICF)	0	0	5	5
Fiction Mystery (WFICM)	8	2	67	77
Fiction New (WFICNEW)	22	20	336	378
Fiction Science Fiction (WFICSF)	0	0	8	8
Fiction Western (WFICW)	0	0	1	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	21	22
Hanging Bags (WHANG)	0	1	9	10
ILL (WILL)	2	0	35	37
Internet (WINTER)	0	0	924	924
Juv. Audio book (WJAUDB)	1	1	4	6
Juv. Biography (WJBIO)	0	0	24	24
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	16	17
Juvenile Easy (WJE)	6	36	414	456
Juv. Easy Non-fiction (WJENF)	1	0	64	65
Juv. Easy Reader (WJER)	3	7	139	149
Juv. Fiction (WJFIC)	26	5	300	331
Juv. Magazine (WJMAG)	0	0	24	24
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	14	11	249	274
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	2	0	105	107
Large Print Fiction (WLPF)	12	8	59	79
Large Print Nonfic (WLPNF)	1	0	7	8
Magazine (WMAG)	14	0	325	339
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	2	0	4	6
Non-Fiction 200 (WNF200)	2	0	19	21
Non-Fiction 300 (WNF300)	4	2	33	39
Non-Fiction 400 (WNF400)	0	0	8	8
Non-Fiction 500 (WNF500)	1	3	15	19
Non-Fiction 600 (WNF600)	4	6	154	164
Non-Fiction 700 (WNF700)	4	2	44	50
Non-Fiction 800 (WNF800)	1	3	9	13
Non-Fiction 900 (WNF900)	2	3	50	55

Nonfiction DVD (WNFDVD)	0	0	84	84
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	7	8	89	104
Nonfiction VHS (WNFVHS)	0	2	11	13
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	1	43	44
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	1	1	115	117
YA Audio book (WYAUDB)	1	1	4	6
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	15	9	158	182
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	12	13
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10299	11117	6784	28200

CIRCULATION BY HOLDINGS CODE
May 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	1	0	0	1
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	18	0	1	19
Award Winning non-fiction (AWNFI)	4	0	0	4
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	72	41	18	131
Books on CD (BKCD)	154	160	143	457
Books on Tape (BKT)	7	29	6	42
Compact Disc (CD)	371	451	327	1149
Digital Audiobooks (DA)	4	5	0	9
DVD (DVD)	1576	2415	1515	5506
Equipment (EQP)	135	94	84	313
See librarian (ERR)	0	0	0	0
Express Book (EXP)	39	30	29	98
Fiction (FIC)	979	886	460	2325
Fiction Fantasy (FICF)	15	2	6	23
Fiction Mystery (FICM)	98	11	70	179
Fiction New (FICNEW)	446	394	358	1198
Fiction Science Fiction (FICSF)	16	2	8	26
Fiction Western (FICW)	18	0	1	19

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	37	108	25	170
Hanging Bags (HANG)	16	32	9	57
ILL (ILL)	70	63	35	168
Internet (INTR)	1444	1860	924	4228
Juv. Audio book (JAUDB)	23	11	6	40
Juv. Biography (JBIO)	51	34	24	109
Juv. Book on CD (JB CD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	40	43	19	102
Juvenile Easy (JE)	776	847	418	2041
Juv. Easy Non-Fiction (JENF)	43	112	65	220
Juv. Easy Reader (JER)	362	209	141	712
Juv. Fiction (JFIC)	422	513	312	1247
Juv. Holiday (JHOL)	16	0	1	17
Juv. Magazine (JMAG)	28	18	27	73
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	397	507	257	1161
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	143	135	105	383
Large Print Fiction (LPF)	218	168	66	452
Large Print Nonfic (LPNF)	14	9	7	30
Magazine (MAG)	708	463	353	1524
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	8	5	25
Non-Fiction 100 (NF100)	37	22	6	65
Non-Fiction 200 (NF200)	47	22	20	89
Non-Fiction 300 (NF300)	89	76	36	201
Non-Fiction 400 (NF400)	14	3	8	25
Non-Fiction 500 (NF500)	45	33	23	101
Non-Fiction 600 (NF600)	301	233	175	709
Non-Fiction 700 (NF700)	61	106	58	225
Non-Fiction 800 (NF800)	13	18	13	44
Non-Fiction 900 (NF900)	99	92	52	243
Non-Fiction DVD (NFDVD)	91	98	85	274
Nonfiction (NFIC)	1	0	0	1
Nonfiction New (NFNEW)	160	234	105	499
Nonfiction VHS (NFVH)	28	28	13	69
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	9	0	0	9
Reference (REF)	53	73	24	150
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	1	1
Spanish Collection (SPA)	7	21	3	31
Software (SWAR)	51	43	44	138
Vertical File (VF)	2	1	1	4

VHS	193	71	118	382
YA Audio book (YAUDB)	10	11	6	27
YA Biography (YAB)	1	4	2	7
YA Books on CD (YABKCD)	0	0	4	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	245	233	169	647
YA Music CD (YACD)	0	76	1	77
YA Nonfiction (YANF)	14	26	15	55
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	7	5	1	13
				0
Free reads	268	452	121	841
Games/Puzzles	0	1	0	1
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10620	11643	6930	29193

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2104	1950	1120	5174
Nonfiction	1096	1055	588	2739
CHILDREN'S BOOKS				
Fiction	1722	1704	977	4403
Nonfiction	520	653	348	1521
YA BOOKS				
Fiction	282	341	194	817
Nonfiction	15	30	17	62
Magazines, Adult	708	463	353	1524
Magazines, Children	28	18	27	73
Sound Recordings, adult	546	656	486	1688
Sound Recordings, ch	79	162	35	276
Online databases	0	0	0	0
Software	51	43	45	139
Vertical file	2	1	1	4
VHS/DVD	1888	2612	1731	6231
Equipment	135	94	84	313
Total	9176	9782	6006	24964
A-V Circulation	2564	3473	2297	8334
A-V Circulation as % of total	27.9%	35.5%	38.2%	33.4%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	216	47	175	38	295	64	686	149
LOCAL HISTORY								
In person	13	4	11	3	5	1	29	8
Letters written	1	1	7	7	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1444	60	1860	78	924	39	4228	176
Computer software used	197	16	226	19	133	11	556	46
VCR Use	0	0	0	0	0	0	0	0
Microforms	16	2	1	0		0	17	2
CD ROM/Online databases	123	10	256	21	140	12	519	43
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	10	3	0	0	11	4
OTHER LIBRARY SERVICES USED								
Outreach activities	29	29	8	5		0	37	25
Notarized documents	5	1	26	7	3	1	34	9
Meeting Room Use (no. of group	58	19	63	21	27	9	148	49
Study room use	23	2	19	2	17	1	59	5
Proctoring	3	2	1	1	0	0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	41		363		132		536	
WIRELESS USE via patron owned pcs	124		238		125		487	
SELF-CHECKOUT USE	311		1050		550		1911	
INTERLIBRARY LOANS								
Requests made for:	53	13	73	18	24	6	150	38
Items rec'd for:	61	31	62	31	44	22	167	84
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8389	8409	4665	21463
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	398	411	94	903
Number of New Patrons Added	56	45	32	
Number of Patron Cards Expired	10	6	1	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	9	54	20	120	11	66	40	240
Number attending	768		946		785		2499	
YA Programs (14-17)	2	12	1	6	1	6	4	24
Number attending	230		200		272		702	
Adult Programs	0	0	3	18	5	30	8	48
Number attending	71		109		39		219	
Senior Citizen Programs	6	36	5	30	3	18	14	84
Number attending	52		75		21		148	
Total Number of Programs	17	102	29	174	20	120	66	396
Total Persons Attending	1121		1330		1117		3568	
Total Attending Same Month Last	1024		1106		864		2994	
Total Staff Hours Spent		340		427		286	1053	1043
Total Number of In-House Program	9		21		15		45	
Total Attendance	772		217		134		1123	
Total Number of Outreach Program	8		8		5		21	
Total Attendance	349		1113		983		2445	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6687	73.3%	6303	64.9%	4105	68.6%	17095	68.9%
Corporate	1	0.0%	68	0.7%	0	0.0%	69	0.3%
Juvenile 0-11	222	2.4%	547	5.6%	90	1.5%	859	3.5%
Juvenile-AV	1045	11.5%	1092	11.2%	750	12.5%	2887	11.6%
Nonresident No Fee	37	0.4%	141	1.5%	183	3.1%	361	1.5%
Nonresident Fee	0	0.0%	6	0.1%	0	0.0%	6	0.0%
PLAC (state library card)	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Adult	338	3.7%	271	2.8%	50	0.8%	659	2.7%
Reciprocal Juvenile	4	0.0%	9	0.1%	1	0.0%	14	0.1%
Reciprocal Juvenile AV	5	0.1%	14	0.1%	0	0.0%	19	0.1%
Reciprocal YA	0	0.0%	0	0.0%	5	0.1%	5	0.0%
Reciprocal YA AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
School	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	40	0.4%	0	0.0%	40	0.2%
Staff	434	4.8%	713	7.3%	552	9.2%	1699	6.8%
Walking books	51	0.6%	73	0.8%	0	0.0%	124	0.5%
YA 12-17	103	1.1%	94	1.0%	34	0.6%	231	3.0%
YA-AV	196	2.1%	333	3.4%	211	3.5%	740	3.0%
Total	9123		9710		5981		24814	
All items borrowed by nonresidents	384	4.2%	487	5.0%	239	4.0%	1110	4.5%

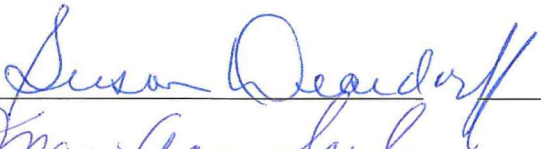
**Salary Ordinance 2010
Updated 6/14/10**

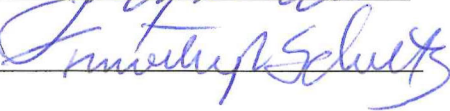
Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Shawna Brinkley	Page	\$7.25	5/24/10	10	R
Karly Hay	Page	\$7.25	6/8/10	10	R

Shawna Brinkley replaces Stephanie Shields who was promoted to clerk.

Karly Hay replaces Sarah Kenning who moved out of the area.

We have examined and approved the changes to the 2010 Jasper County Public Library Salary Ordinance. Dated 6/14/10



Internet Use Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information ~~reference resources~~, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children NEVER to give out personal information (name, address, phone number) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child.

Online catalog computers give access through the Internet to INSPIRE and other online databases. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy ~~and online catalog~~ computers/printers/scanners are accessible to all patrons 6th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring laptop computers into each of our branches; however, patrons must provide their own wireless network cards that are compatible with 802.11g standard. Technical support is not available for personal laptops. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The user is expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. All communications and information accessible via the Internet should be assumed to be private property. Copyright restrictions and licensing agreements may not be violated.
3. The Library uses Internet filtering software. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Adults may request that the filter be disabled for their own personal use.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use Policy.
5. Use of the Internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online.

In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

2/96; reviewed 6/09; revised 6/10

Jasper County Public Library
Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees. The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

Blogging and social web sites have become a part of our professional and personal lives. On or off the job, employees are considered emissaries and ambassadors of our organization. When communicating in a public forum, such as a blog, social networking site, or other Internet forum employees should strictly avoid revealing any confidential information and take care to avoid injuring or disparaging the library, its products, or services.

6/03; reviewed 6/09; revised 12/09; reviewed 6/10

Gift Policy

The Library is grateful for gifts or bequests made to the Library in the form of money, securities, property or materials.

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes all decisions on the use or other disposition of gifts it has accepted.
4. The Library reserves the right to decide, and to change, the conditions of display, housing and access to the materials.
5. Any gifts which have a maintenance impact or have a significant visual impact on the library —e.g. landscaping, equipment or large works of art, must be approved by the Library Board.
6. Donations of software will ~~only~~ not be accepted. ~~after the donor has signed the Software Donation form.~~
7. The Library will not place a monetary value on any donated item, but will sign a donation acknowledgment on which the donor has placed his/her own value on the item.

3/03; revised 3/05; last reviewed 2/09; revised 6/10

May 2010

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	70,295	59,908	45,875
Circulation Increase/Decrease	-3.7%	-3.0%	-2.6%

MONTHLY SYSTEM STATISTICS	2009	2010	% change
Current month's Circulation	25,770	24,964	-3.1%
Jan. to date circulation	139,989	135,092	-3.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
19,286	19,400	11,406	11,391	12,805	12,847
18,123	18,175	19,631	19,673	9,967	9,945
Fiction					
Nonfiction					
CHILDREN'S BKS					
13,701	13,747	11,139	11,174	9,243	9,299
8,817	8,830	6,042	6,007	5,123	5,128
Fiction					
Nonfiction					
YA BOOKS					
2,341	2,364	2,346	2,275	1,916	1,929
488	489	688	692	166	180
Fiction					
Nonfiction					
0 Magazines,Adult					
0 Magazines, Child					
0 Games, Toys					
0	0	20	20	0	0
2,737	2,764	3,240	3,300	3,084	3,096
605	613	440	442	586	632
Sound Rec/Adult					
Sound Rec/Child					
25	25	16	16	1	1
Online Databases					
336	350	338	346	164	171
Software					
3	3	Vertical Files			
3,366	3,416	4,335	4,430	2,508	2,590
VHS/DVD					
119	119	142	142	57	57
Equipment					
69,947	70,295	59,783	59,908	45,620	45,875
TOTAL					

JCPL FINANCIAL STATEMENT

May 31, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$172,271.60	\$780,842.15	\$277,323.54	\$587,842.33	\$428,190.91
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$7,026.05	\$1,470.54	\$3,023.77	\$2,965.29	\$7,152.77	\$11,155.05
DeMotte	\$1,410.73	\$865.98	\$1,141.60	\$964.29	\$2,664.21	\$2,933.34
Rensselaer	\$3,435.04	\$456.32	\$939.84	\$1,300.00	\$3,245.29	\$5,740.49
Wheatfield	\$2,180.28	\$148.24	\$942.33	\$701.00	\$1,243.27	\$2,481.22
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$131.75	\$759.07	\$184,384.00
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$160,952.50	\$73,381.79	\$73,381.79	\$64,157.74
Includes Investments of	\$0.00					
Rainy Day Fund	\$93,600.90	\$0.00	\$1,615.00	\$0.00	\$225,904.47	\$317,890.37
Includes Investments of	\$0.00					
State Technology Fund G	\$10,111.97	\$1,060.00	\$5,300.00	\$0.00	\$0.00	\$4,811.97
Capital Projects Fund	\$776,883.86	\$0.00	\$365.56	\$57,745.80	\$59,548.91	\$836,067.21
Includes Investments of	\$500,000.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$0.00	\$158,523.15
Sales Tax	\$18.35	\$0.00	\$18.16	\$0.16	\$12.83	\$13.02
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$69.38	\$388.66	\$183,886.20
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,512.37	\$33,316.83	\$6,512.37	\$33,316.83	\$0.00
FICA Tax Collected	\$0.00	\$6,543.36	\$32,809.55	\$6,543.36	\$32,809.55	\$0.00
State Tax Collected	\$3,378.33	\$3,404.71	\$16,393.48	\$3,272.16	\$16,287.31	\$3,272.16
County Tax Collected	\$2,289.85	\$2,486.64	\$11,613.30	\$2,363.22	\$11,686.72	\$2,363.27
Deferred Comp.	\$0.00	\$2,520.00	\$12,600.00	\$2,520.00	\$12,600.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,979.89	\$14,494.53	\$2,979.17	\$14,468.39	(\$0.72)
Employee Life Insur.	\$0.00	\$135.16	\$654.64	\$136.60	\$656.08	\$1.44
Employee P.E.R.F.	\$6,547.40	\$0.00	\$12,994.24	\$2,162.89	\$10,877.86	\$4,431.02
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$6,134.84	\$22,840.48	\$6,134.84	\$22,840.48	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$205,519.11	\$1,143,298.89	\$444,242.32	\$1,110,534.05	\$2,199,356.79

Bank Balances
Jasper County Public Library
Report as of: 5/31/2010

<i>Bank</i>		
1	Alliance Bank	\$1,315,889.10
2	Demotte State Bank	\$14,987.49
3	Alliance Bank-LIRF Acct	\$184,384.00
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,886.20
7	Rensselaer Banking Ctr CD#400041737	\$500,000.00
8		
9		
10		
11		
<i>Total all banks =</i>		<i>\$2,199,356.79</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/2010 To 5/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$23,588.07	\$33,133.93	41.6
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$78,639.66	\$394,471.03	\$580,628.97	40.5
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,147.59	\$25,291.77	\$40,910.23	38.2
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,543.36	\$32,809.55	\$51,189.45	39.1
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$2,469.93	\$2,778.47	\$3,944.53	41.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$34,019.60	\$35,486.40	48.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,920.98	\$33,158.70	\$61,091.30	35.2
Subtotal	\$1,352,502.00		\$1,352,502.00	\$104,448.32	\$546,117.19	\$806,384.81	40.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$0.00	\$194.30	\$75.70	72.0
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$164.51	\$2,709.99	\$8,290.01	24.6
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$166.36	\$1,829.42	\$4,170.58	30.5
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$191.09	\$2,251.31	\$2,748.69	45.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$39.24	\$424.12	\$575.88	42.4
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$279.00	\$359.61	\$190.39	65.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$2,219.16	\$4,551.57	\$8,448.43	35.0
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$37,420.00		\$37,420.00	\$3,059.36	\$12,320.32	\$25,099.68	32.9
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$688.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$533.33	\$1,371.33	\$5,045.67	21.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$472.60	\$1,606.85	\$2,593.15	38.3
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$109.60	\$511.02	\$4,488.98	10.2
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,303.75	\$6,861.69	\$14,138.31	32.7
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,256.95	\$3,449.77	\$4,550.23	43.1
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$226.82	\$661.84	\$1,138.16	36.8
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$386.32	\$713.68	35.1
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$40.00	\$40.00	\$860.00	4.4
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$15,372.00	\$23,514.00	\$2,486.00	90.4
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$1,129.15	\$11,094.66	\$38,905.34	22.2
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,200.40	\$24,642.83	\$45,357.17	35.2
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$121.95	\$510.35	\$1,489.65	25.5
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$356.92	\$1,890.90	\$2,859.10	39.8
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$185.00	\$21,382.48	\$30,741.62	41.0
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$0.00	\$469.00	\$431.00	52.1
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$175.75	\$74.25	70.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$252.50	\$2,147.50	10.5
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$73.54	\$173.54	\$23.95	\$119.44	\$54.10	68.8
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$4,317.02	\$32,966.73	\$49,878.27	39.8
Subtotal	\$383,114.00	\$140.64	\$383,254.64	\$31,347.39	\$133,295.46	\$249,959.18	34.8
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$7,943.23	\$8,601.15	\$4,148.85	67.5
4.51 BOOKS	\$142,210.00	\$0.00	\$142,210.00	\$13,440.40	\$46,394.38	\$95,815.62	32.6
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$566.51	\$7,537.36	\$13,594.64	35.7
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$11,466.39	\$26,576.29	\$51,523.71	34.0
Subtotal	\$254,192.00		\$254,192.00	\$33,416.53	\$89,109.18	\$165,082.82	35.1
Grand Total	\$2,027,228.00	\$140.64	\$2,027,368.64	\$172,271.60	\$780,842.15	\$1,246,526.49	38.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd2/12/10 Found-Refunded A/P #188
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Lost Bk Pd 1/19/10 Found-Refund A/P #443
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.00	Lost Mag Pd 3/29/10 Found-Refund A/P #418
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$140.64
130	\$24,730.50

Voucher List
Jasper County Public Library

Report Date: From 5/1/2010 To 5/31/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29260	364	NIPSCO	5/1/2010	Void Check #29260. Check not legible.	(\$1,557.90)
29388	365	RUSTY AMMERMAN	5/10/2010	3-Summer Rdg Programs, 6/8 & 6/9	\$800.00
29389	366	ACE HARDWARE	5/10/2010	Materials for Hanging Bag Display-DeM.	\$47.52
29390	367	ANGELA BARTON	5/10/2010	Mileage: Book Vendor & AV Shopping trips; Summer Rdg Prizes	\$48.58
29391	368	BAKER & DANIELS, LLP	5/10/2010	FMLA Policy revision compliance updates	\$688.00
29392	369	BAKER & TAYLOR	5/10/2010	Books, Continuations, Gift Fund Bks, Bk Lease credit-D, AV	\$12,354.43
29393	370	BAKER & TAYLOR ENTERTAIN	5/10/2010	DVDs	\$472.12
29394	371	BARNES & NOBLE	5/10/2010	Books, Audiobooks	\$336.20
29395	372	BETH REASONER	5/10/2010	Mileage: PreSchool Visits/Storytime, Marketing Mtg, Donation Solicitations	\$49.00
29396	373	BLUETARP FINANCIAL, INC	5/10/2010	Caulk, scraper, pail, etc. bldg supplies	\$24.45
29375	374	ALLIED WASTE SERVICES #71	5/10/2010	Trash Service-May 2010 @ Wh. Lib	\$53.17
29376	375	ANTHEM BLUE CROSS BLUE	5/10/2010	May Health Insurance Premium-19 employees	\$9,529.69
29377	376	ANTHEM LIFE	5/10/2010	May Life Ins. Premium	\$95.94
29378	377	FIRST TRUST CREDIT UNION	5/10/2010	Direct Deposits w/held from 10 May 10 Payroll	\$3,096.14
29379	378	GREAT-WEST RETIREMENT S	5/10/2010	Annuity w/held from 10 May 10 Payroll-7 participants	\$1,260.00
0	379	INDIANA DEPARTMENT OF RE	5/20/2010	State & County Taxes w/held 10 April 10 Payroll, ref #61131, Verif Code #37	\$5,891.35
29380	380	INDIANA DEPT. OF WORKFOR	5/10/2010	1st Quarter 2009 Unemployment Compensation Pymt	\$2,469.93
0	381	IRS USA TAXPAYMENT	5/10/2010	FICA & Federal Tax w/held from 10 May 10 Payrolls - Ref #00200857	\$9,941.97
29381	382	JOSEPH ZELLON	5/10/2010	Courier Mileage, 4/16/10-4/30/10	\$300.00
29382	383	NIPSCO	5/10/2010	Wheatfield Utilites 2/1-3/1/10	\$1,557.90
29383	384	NIPSCO	5/10/2010	Wheatfield Utilites 4/1-4/30/10	\$1,380.01
29384	385	THE TIMES	5/10/2010	Renew Subscription 5/23/10-5/23/11	\$221.00
29385	386	TOWN OF DEMOTTE	5/10/2010	May Sewer Fee @ DeM. Lib	\$68.42
29386	387	TOWN OF WHEATFIELD SEW	5/10/2010	Sewer Service-May @ Wh. Lib	\$56.65
29387	388	WASTE MANAGEMENT	5/10/2010	May Trash Pickup @ DeM	\$10.00
0	389	PAYROLL	5/10/2010	PAYROLL	\$44,846.57
29397	390	BORDERS	5/10/2010	Books,, DVDs, Audio CDs	\$647.23
29398	391	CAPITAL ONE BANK (USA), NA	5/10/2010	Meeting Expenses/Reservations, Bk Discussion bks, bks, DVDs, Audio CDs, Survey Monkey	\$1,411.85
29399	392	CENTRAL INDIANA HARDWAR	5/10/2010	Interior Entry door top & bottom latch assemblies-Rens. Lib.	\$279.00
29400	393	CULLIGAN OF KOUTS	5/10/2010	Water & Cooler rental-April (Wh. Lib)	\$48.40
29401	394	DAVIDSON TITLES INC.	5/10/2010	Books	\$96.04
29402	395	DEMCO	5/10/2010	Bk Pockets, Classification labels, book tape, magazine binders-Rens, acrylic frames	\$353.90
29403	396	DEX	5/10/2010	Qtly Pymt-May, June, July 2010 White & Yellow page listings	\$85.50
29404	397	DIANA KOOY	5/10/2010	Geocache container, Gift Card-J.Lambert (Gift Fund)	\$24.90
29405	398	DUCKWALL-ALCO STORES, IN	5/10/2010	After-Sch prog, Toddler time	\$36.64
29406	399	EBSCO PUBLISHING	5/10/2010	Automotive Repair Ref Center, 5/1/10-4/30/11	\$2,500.00
29407	400	EDUCATION NETWORKS OF A	5/10/2010	Internet Connection-T1 lines & Prioritization	\$1,110.00
29408	401	INFOBASE PUBLISHING	5/10/2010	Business & Personal Forms (print)	\$346.68
29409	402	CARDINAL OFFICE PRODUCT	5/10/2010	Mtnc Contract 1/21/10-4/21/10, DeMotte Workroom Copier DC 425n	\$272.40
29410	403	FASE'S WATER TREATMENT	5/10/2010	9-Redout bags for Water softener-DeM.	\$108.00
29411	404	FLEX-PAC INC	5/10/2010	Bowl Cleaner, Glass Cleaner, latex gloves, Enmotion paper towels	\$166.36

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29412	405	GA FOODS GROUP	5/10/2010	Tuesday Movie Prog expenses-Rens.	\$9.36
29413	406	GALE	5/10/2010	Legal Forms, Opposing Viewpoints Online resources	\$4,402.65
29414	407	GAYLORD BROS.	5/10/2010	Engraved Signage; Spine Labels	\$99.21
29415	408	HERITAGE OFFICE PRODUCT	5/10/2010	Nametags (K. Delger-2, T. Smith, M. Smith)	\$42.00
29416	409	INDIANA HISTORICAL SOC.	5/10/2010	Books	\$43.08
29417	410	INDIANA INSURANCE COMPA	5/10/2010	Building Ins - Annual premium	\$15,372.00
29418	411	INDIANA ONLINE USERS GRO	5/10/2010	IOLUG Spring Meeting - Stringfellow, Amalong, Maxwell (5/14/10)	\$165.00
29419	412	JILL TACHTIRIS	5/10/2010	Mileage: Database & Reference Counterparts meetings	\$53.00
29420	413	KIRBY RISK CORPORATION	5/10/2010	Dimmer Switch-Rens. Lib.	\$39.24
29421	414	KONE, INC.	5/10/2010	Second Qtr Elevator Mtnce Contract-2010	\$464.04
29422	415	LAFAYETTE OFFICE SYSTEM	5/10/2010	Color Copier Bizhub C360-Rens. Lib.	\$7,450.00
29423	416	LIBRARY VIDEO COMPANY	5/10/2010	Children DVDs	\$34.90
29424	417	LINDA POORTENGA	5/10/2010	Mileage: ILF, Bk Salesman Visit, Mgmt, Lib. Council Meetings; Book	\$115.54
29425	418	MARIA ANGELOS BRAVO-VEL	5/10/2010	Lost Magazine Paid - Found & returned	\$5.00
29426	419	MANUFACTURERS' NEWS, IN	5/10/2010	IN Mfg. Directory-2010	\$147.45
29427	420	MELISSA J. WIDNER	5/10/2010	CIL Hotel (4-11-4/13), Parking/Mileage, Meals	\$1,003.09
29428	421	MIDAMERICA BOOKS	5/10/2010	Children Books	\$265.20
29429	422	MIDWEST TAPE	5/10/2010	Audiobook sleeves	\$424.99
29430	423	NORTHWESTERN INDIANA TE	5/10/2010	Demotte Local Phone service - May	\$121.21
29431	424	OFFICE DEPOT	5/10/2010	Round Labels, labeler tape, paper trimmer, glue stick, cardstock, correction tape, sec. envelopes	\$249.30
29432	425	OSBY WATER CONDITIONING	5/10/2010	Softener Chemicals - 2 cs (Wh. Lib.)	\$40.00
29433	426	PATTY STRINGFELLOW	5/10/2010	Mileage: Landscaping, Mgmt, Lib Council Meetings	\$166.00
29434	427	PEGGY WOODS	5/10/2010	AV Shopping Trip (BEST BUY)	\$840.55
29435	428	POSTMASTER	5/10/2010	Stamps: 40-\$.61, 20-\$.78, 80-\$.28, 60-\$.10, 40-\$.02, 40- \$.01, 40- \$1.00	\$109.60
29436	429	PRECISION CONTROL SYSTE	5/10/2010	Qtly Mtnce-2nd qtr.	\$1,770.00
29437	430	PROQUEST LLC	5/10/2010	Microfilm of Rens. Republican (9/1-12/31/09)	\$80.01
29438	431	QUILL CORPORATION	5/10/2010	Copier Stand-Rens.	\$154.99
29439	432	RELIABLE EXTERMINATORS, I	5/10/2010	Pest Control-DeM. Lib.	\$175.00
29440	433	RACHAEL CAVINDER	5/10/2010	Mileage: Bank Deposit, AV Shopping, Preschool Visits	\$37.00
29441	434	RELIANCE LABEL SOLUTIONS	5/10/2010	Patron WALLET cards	\$900.21
29442	435	RENSSELAER REPUBLICAN	5/10/2010	Annual Subscription 6/1/10-5/31/11	\$116.00
29443	436	ROEING CORPORATION	5/10/2010	Astaro network protection annual mtnce; Comp Assoc. ARCserve Backup Annual Mtnce	\$1,428.00
29444	437	SIDE-LINE APPLIANCE, INC.	5/10/2010	Refrigerator (Staff Lounge)-DeM.plus delivery/disposal	\$220.00
29445	438	SUE TOBIAS	5/10/2010	Mileage: Bank Deposits, Post Office, Employee Orientation, HR Seminar, Budget 100 wkshp	\$78.85
29446	439	SUNRISE PACKAGING INC.	5/10/2010	CD/DVD Albums (12 disc)	\$217.02
29447	440	TAPED EDITIONS	5/10/2010	Playaways	\$382.93
29448	441	TEACHING COMPANY	5/10/2010	Great Courses Series -- religion; economics	\$239.90
29449	442	TEAM SOFTWARE SOLUTION	5/10/2010	Public Web browser Version 2 annual renewal	\$125.00
29450	443	TRACY J. MILLER	5/10/2010	Lost Pd. Book found & ret'd	\$18.95
29451	444	UNIQUE MANAGEMENT SERVI	5/10/2010	Collections - Initial & Secondary Placements, March 2010	\$207.58
29452	445	UPSTART	5/10/2010	Summer Reading Materials/Prizes/Staff Shirts	\$624.05
29453	446	VISION SERVICE PLAN- (IN)	5/10/2010	Vision Premium - 19 employees (May 2010)	\$200.92
29454	447	WAL-MART COMMUNITY BRC	5/10/2010	DVDs, labeler tape refills, copy paper, Ch. Prog supplies, book cleaner supplies	\$1,131.11
29455	448	WHEATFIELD CHAMBER OF C	5/10/2010	Sandhill Crane Festival booth - Sep 2010	\$40.00
29456	449	YVONNE DEL VECCHIO	5/10/2010	Mileage: Walking Books, deliver prog notices - Mar/Apr 2010	\$36.25
29457	450	CENTURYLINK	5/10/2010	Local Telephone service, May 2010-Rens.	\$139.15
29458	451	CHICAGO TRIBUNE	5/10/2010	Semi-Annual Subscription, 5/13-11/10/2010-Wh. Lib.	\$149.50

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29459	452	MOVIE LICENSING USA	5/10/2010	Site Licenses for Movie Copyright Compliance, 6/1/10-5/31/11 -DeM. Library (Lic #186930001)	\$385.00
29460	453	NIPSCO	5/10/2010	DeM. Utilities, 4/7-5/6/10	\$2,654.48
29461	454	AFLAC	5/25/2010	Supplemental Insurance - May premium	\$209.48
29462	455	CENTURYLINK	5/25/2010	Local Telephone service, May 2010-Wheatfield	\$62.28
29463	456	CENTURYLINK	5/25/2010	Long Distance Service-May 2010	\$64.46
29464	457	CITY OF RENSSELAER	5/25/2010	Rens. Utilities, 4/9/10-5/7/10	\$2,557.24
29465	458	FIRST TRUST CREDIT UNION	5/25/2010	Direct Deposits w/held from 25 May 10 Payroll	\$3,038.70
29466	459	GREAT-WEST RETIREMENT S	5/25/2010	Annuity w/held from 25 May 10 Payroll-7 participants	\$1,260.00
0	460	IRS USA TAXPAYMENT	5/25/2010	FICA & Federal Tax w/held from 25 May 10 Payrolls - Ref #00008841	\$9,657.12
29467	461	JOSEPH ZELLON	5/25/2010	Courier Mileage, 5/1/10-5/15/10	\$300.00
0	462	PAYROLL	5/25/2010	PAYROLL	\$43,667.48

Total Amount of Claims \$205,519.11

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 24, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$205,519.11

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

May 31, 2010

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES:			\$2,393.06	\$13,922.04
DeMotte	\$789.32	\$4,664.98		
Rensselaer	\$1,033.69	\$5,509.09		
Wheatfield	\$570.05	\$3,747.97		
PHOTOCOPIES:			\$781.56	\$4,205.67
DeMotte	\$268.50	\$1,677.35		
Rensselaer	\$347.11	\$1,739.85		
Wheatfield	\$165.95	\$788.47		
INTEREST:			\$697.94	\$3,670.52
Checking/Repurchase/Savings/CD's	\$697.94	\$3,670.52		
TAXES:			\$272,948.79	\$564,900.96
Property Tax	\$199,686.01	\$199,686.01		
LOIT	\$11,453.67	\$57,268.35		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$817.50	\$817.50		
CVET(Commercial Vehicle Excise)	\$5,115.20	\$5,115.20		
Local Option/Certified Shares	\$48,552.58	\$242,762.90		
Local Option/Property Tax Repl.	\$7,323.83	\$59,251.00		
TAXABLE SALES:-			\$2.19	\$41.97
REFUNDS:			\$500.00	\$1,101.17
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$401.17		
Meeting Room Rental	\$0.00	\$200.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$500.00	\$500.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$277,323.54	\$587,842.33
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$2,965.29	\$7,152.77
DeMotte	\$964.29	\$2,664.21		
Rensselaer	\$1,300.00	\$3,245.29		
Wheatfield	\$701.00	\$1,243.27		
LIB. IMPROV. RESERVE FUND:			\$131.75	\$759.07
Interest Earned	\$131.75	\$759.07		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$73,381.79	\$73,381.79
Property Tax	\$71,568.88	\$71,568.88		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$234.50	\$234.50		
CVET(Commercial Vehicle Excise)	\$1,578.41	\$1,578.41		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$57,745.80	\$59,548.91
Interest Earned	\$218.46	\$2,021.57		
Property Tax	\$56,106.45	\$56,106.45		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$183.50	\$183.50		
CVET(Commercial Vehicle Excise)	\$1,237.39	\$1,237.39		
ST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$0.16	\$12.83
CONSTRUCTION FUND: (Interest Earned)-			\$69.38	\$388.66
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)-			\$411,617.71	\$954,990.83

WITHHOLDING ACCOUNT FUNDS:

			\$32,624.61	\$155,543.22
FIT Tax Collected	\$6,512.37	\$33,316.83		
FICA Collected	\$6,543.36	\$32,809.55		
State Tax Collected	\$3,272.16	\$16,287.31		
County Tax Collected	\$2,363.22	\$11,686.72		
Deferred Comp Plan	\$2,520.00	\$12,600.00		
Pre-tax Insurance Plans	\$2,979.17	\$14,468.39		
Life Insurance	\$136.60	\$656.08		
PERF	\$2,162.89	\$10,877.86		
Garnishments	\$0.00	\$0.00		
Credit Union	\$6,134.84	\$22,840.48		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$444,242.32	\$1,110,534.05

Voucher List
Jasper County Public Library

Report Date: From 6/1/2010 To 6/14/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29468	463	ALLIED WASTE SERVICES #71	6/10/2010	Trash Service-June 2010 @ Wh. Lib	\$53.48
29469	464	ANTHEM BLUE CROSS BLUE	6/10/2010	June Health Insurance Premium-19 employees	\$9,529.69
29470	465	ANTHEM LIFE	6/10/2010	June Life Ins. Premium	\$103.14
29471	466	FIRST TRUST CREDIT UNION	6/10/2010	Direct Deposits w/held from 10 June 10 Payroll	\$3,006.87
29472	467	GREAT-WEST RETIREMENT S	6/10/2010	Annuity w/held from 10 June 10 Payroll-7 participants	\$1,260.00
0	469	IRS USA TAXPAYMENT	6/11/2010	FICA & Federal Tax w/held from 10 June 10 Payrolls - Ref #00201941	\$10,027.42
29473	470	JOSEPH ZELLON	6/10/2010	Courier Mileage, 5/16/10-5/31/10	\$300.00
29474	471	TOWN OF DEMOTTE	6/10/2010	June Sewer Fee @ DeM. Lib	\$68.42
29475	472	TOWN OF WHEATFIELD SEW	6/10/2010	Sewer Service-June @ Wh. Lib	\$56.65
29476	473	WASTE MANAGEMENT	6/10/2010	June Trash Pickup @ DeM	\$50.00
0	474	PAYROLL	6/10/2010	PAYROLL	\$44,994.97
29477	475	4-COUNTY SUPPLY	6/14/2010	4 Sloan Diaphragm Kits for Flush Boxes	\$71.56
29478	476	4 IMPRINT, INC.	6/14/2010	Reflective Stripe Sportpack	\$1,047.02
29479	477	ACE HARDWARE	6/14/2010	Instant Gutter Seal, Flashing Aluminum, Gutter Guard, Drill Screw, 2 Corner Braces	\$49.04
29480	478	AFFORDABLE ALTERNATIVES	6/14/2010	Unabridged Labels & 2 Day Loan \$1/Day Fine Labels	\$47.30
29481	479	AMERICAN LIB. ASSN.	6/14/2010	Posters	\$141.00
29482	480	ANDREE BUILDERS, INC	6/14/2010	Repair Brick Seats at Rensselaer	\$4,985.00
29483	481	ANGELA BARTON	6/14/2010	Clear Cups for Summer Rdg Craft	\$8.24
29484	482	BAKER & TAYLOR	6/14/2010	Books, Continuations, AV, Auto Yours	\$8,462.96
29485	483	BAKER & TAYLOR ENTERTAIN	6/14/2010	DVDs	\$190.35
29486	484	BLUETARP FINANCIAL, INC	6/14/2010	2" Paint Brush, Long Mask, Flex Sand Sponge, Course Sanding Sponge	\$23.95
29487	485	BLOOMFIELD CORPORATION	6/14/2010	Annual Maintenance Agreement for Wh.	\$2,378.00
29488	486	BOYCE FORMS/SYSTEMS	6/14/2010	4 General Receipt Books-numbered	\$124.99
29489	487	CAPITAL ONE BANK (USA), NA	6/14/2010	Mtg Expenses, Books 2 Bridges Expenses, Ch. Supplies, Summer Rdg Prizes, Books	\$296.52
29490	488	CENTURYLINK	6/14/2010	Local Telephone service, June 2010-Rens.	\$139.15
29491	489	CULLIGAN OF KOUTS	6/14/2010	Water & Cooler rental-May (Wh. Lib)	\$9.95
29492	490	DAVIDSON TITLES INC.	6/14/2010	Books	\$3,561.62
29493	491	DUCKWALL-ALCO STORES, IN	6/14/2010	Summer Rdg Expenses	\$17.73
29494	492	EDUCATION NETWORKS OF A	6/14/2010	Internet Connection-T1 lines & Prioritization	\$1,110.00
29495	493	EVELYN BRISTOL	6/14/2010	Mileage: Mgmt Mtg, KV Reading Council, Counterparts, Survey Mtg, Ollis Book Rep Mtg, Coop School Services Luncheon, Marketing Mtg, 8th Grade Visits	\$157.00
29496	494	FASE'S WATER TREATMENT	6/14/2010	8-Redout bags for Water softener-DeM.	\$96.00
29497	495	FLEX-PAC INC	6/14/2010	Brush for Vacuum	\$50.65
29498	496	GA FOODS GROUP	6/14/2010	Mgmt Mtg Expenses, Tues Movie Night Expenses, Counterparts Expenses	\$52.78
29499	497	GALE	6/14/2010	Books	\$41.52
29500	498	GLORY-JUNE GREIFF	6/14/2010	Books	\$79.80
29501	499	H & H SOFTWARE GmbH	6/14/2010	Software License	\$32.37
29502	500	HEARTLAND AG-BUSINESS G	6/14/2010	Antique Tractor Guide, Iron Memories Annual	\$38.00
29503	501	INDIANA STATE LIBRARY	6/14/2010	Inter-Library Loan Delivery Service	\$500.00
29504	502	INFO USA MARKETING, INC.	6/14/2010	Indiana Business Directory	\$620.00
29505	503	INSPIRATIONAL DISTRIBUTOR	6/14/2010	Books	\$48.97
29506	504	INTELLIGENT CLEANING SYS	6/14/2010	Roll Towels, Multi-Fold Towels, Toilet Tissue	\$460.18
29507	505	JASPER COUNTY LAND SURV	6/14/2010	Survey, Locate SW Corner of Ren. Property	\$50.00
1046	506	JASPER COUNTY PUBLIC LIB	6/14/2010	Bank Transfer from DeM. State Bank to Alliance Bank	\$13,500.00
29509	507	KANKAKEE VALLEY PUBLISHI	6/14/2010	Legal Ad-CPF	\$8.96

Printed on Tuesday, June 08, 2010

Page 1 of 3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29510	508	KEITH EVANS	6/14/2010	Bubbleologist Program @ Rens., June 23	\$225.00
29511	509	LIBRARY VIDEO COMPANY	6/14/2010	Children DVDs	\$194.22
29512	510	LINDA POORTENGA	6/14/2010	Beading Program Supplies	\$105.74
29513	511	LINDA THOMPSON	6/14/2010	Books	\$29.95
29514	512	THE LOCK DOCTOR	6/14/2010	Milroy case Locks and Installation	\$135.00
29515	513	MARCIA KENT	6/14/2010	Lost Book that was Returned	\$5.99
29516	514	MIDWEST COLLABORATIVE F	6/14/2010	Ancestry Library Edition, Heritage Quest Online, Tumblebook Library	\$1,380.57
29517	515	MIDWEST TAPE	6/14/2010	DVDs	\$67.96
29518	516	NORTHWESTERN INDIANA TE	6/14/2010	Demotte Local Phone service - June	\$171.80
29519	517	OFFICE DEPOT	6/14/2010	Manilla CD Folders, Copy Paper, Colored Paper	\$90.96
29520	518	OLLIS BOOK CORPORATION	6/14/2010	Books	\$3,605.25
29521	519	PATTY STRINGFELLOW	6/14/2010	Mileage: District I Mtg, Cooperative Schools Lunch, Marketing Mtg, Branch Visits, Mtg for Wh Roof	\$97.00
29522	520	POPULAR SUBSCRIPTION SE	6/14/2010	Magazines	\$4,120.53
29523	521	POST TRIBUNE PUBLISHING, I	6/14/2010	Annual Subscription, Wh. Lib, 5/30/10-5/28/11	\$195.00
29524	522	PRECISION CONTROL SYSTE	6/14/2010	Chiller Compressor repairs at Rens.	\$499.50
29525	523	PROQUEST LLC	6/14/2010	Microfilm of KV Post News (1/1/09-12/31/09)	\$289.71
29526	524	RECORDED BOOKS, LLC	6/14/2010	Audio Books	\$105.00
29527	525	RELIABLE EXTERMINATORS, I	6/14/2010	Pest Control-DeM. & Rens. Library	\$227.00
29528	526	ROTARY CLUB of RENSSSLAE	6/14/2010	Library Membership Dues-March & April 2010	\$27.00
29529	527	RMC IMAGING, INC	6/14/2010	ST200 Companion Scanner	\$2,640.00
29530	528	SCHOLASTIC LIBRARY PUBLI	6/14/2010	Books	\$459.25
29531	529	SHEILA MAXWELL	6/14/2010	Mileage: Systems Mtg, Mgmt Mtg, NICCL, Counterparts Mtg, IOLUG Mtg	\$735.00
29544	530	SILLY SAFARI SHOWS, INC.	6/14/2010	Summer Rdg Prog-Starring Safari Steve	\$1,010.00
29533	531	STEEL CRAFT FABRICATORS	6/14/2010	Barrel Hinges, Labor to Repair Garbage Containment Gate	\$419.00
29534	532	STUDIO INDIANA	6/14/2010	Books	\$40.00
29535	533	SUE TOBIAS	6/14/2010	Mileage:Deposits, Seminar on New Ins Laws, Post Office	\$151.05
29536	534	SUNRISE PACKAGING INC.	6/14/2010	12 Disc 2 Ring Album	\$217.12
29537	535	TOM KROOSWYK PLMBG, HT	6/14/2010	Replaced 2 faucets & 3 U-Joints	\$387.74
29538	536	ULINE	6/14/2010	240 Standard CD Cases & Clear Polypro CD Envelopes	\$310.38
29539	537	UNIQUE MANAGEMENT SERVI	6/14/2010	Collections - Initial & Secondary Placements, April & May 2010	\$257.27
29540	538	VISION SERVICE PLAN- (IN)	6/14/2010	Vision Premium - 19 employees (June 2010)	\$200.92
29541	539	WAL-MART COMMUNITY BRC	6/14/2010	DVDs, Music CDs, Middle School Visit Expenses, Janitorial Supplies, Library Supplies,Batteries	\$2,163.81
29542	540	WORLD BOOK INC.	6/14/2010	World Book Online Reference	\$995.00
29543	541	YVONNE DEL VECCHIO	6/14/2010	Glue & Plexiglass to Repair Business Card Displayer in DeM	\$5.14

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$129,416.11

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 08, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$129,416.11

Date this 14th day of June, 20 10.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JULY

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 12, 2010, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of June Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 11; R 30)

General Business

Wheatfield Library Roof (R 30)
Budget 2011 (R 30)
Online Banking (R 30-R 31)
Rensselaer Library Fence (R 31)

Information
Action
Action
Action

Director's Report (R 30-R 34)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

June 14, 2010
Rensselaer Library

Present: Jody Melton, Susan Deardorff, Timothy Schultz, Mari Anne Sayler, Patricia Stringfellow, Gail Evans.

Absent: Natalie Waling, Janet Umlauf, Deana George.

Agenda & Consent Agenda Approval: The Consent Agenda items, May Board Meeting Minutes, bills/financial reports, updated Salary Ordinance, Internet Use Policy and Gift Policy edits as presented, \$66 non-resident fee, and Aug 14th DeMotte Library closing, were approved on a motion by S. Deardorff, second by M. Sayler. Motion passed.

Capital Projects Fund Notice of Adoption: The Department of Local Government Finance has given approval for our CPF Plan. On a motion by S. Deardorff, seconded by M. Sayler, the board voted to publish the Notice of Adoption. Motion passed unanimously. Legal ad is scheduled to run in the June 24th issues of KV Post and Rensselaer Republican.

Direct Deposit Request: Many libraries and businesses offer direct deposit of paychecks. In mid-2009 staff was surveyed to see how many were in favor of payroll direct deposits. The majority of staff responded favorably. In anticipation of this possibility, we included the cost of the bank's maintenance fee in the 2010 budget. Alliance Bank charges \$21.00 per month for this. The library would also incur another \$.10 per transaction cost that translates to about \$16 per month. The cost for paper checks is roughly \$15.60 per month and would offset the transaction fee. Alliance Bank will also waive a \$150 setup/installation fee. T. Schultz moved, seconded by M. Sayler, to approve the library's implementing payroll direct deposit. All were in favor.

Wheatfield Roof: P. Stringfellow met with L. Mock onsite to look over the Wheatfield roof issue. In his analysis Mr. Mock finds it to be a design ventilation problem. He will provide a written report with calculations supporting his findings. Our attorney K. Mahnesmith, who is currently vacationing, was not in attendance to affirm that the report had yet been received.

Wheatfield Landscaping: Dan Perkins, gave us a lead on a grant through J.F. New Company, called the Jimmy Foundation Grant, which could be used to fund changes to our landscape plan. J. Melton mentioned the possibility of an Environmental Challenge Grant through NIPSCO that also may be worth investigating. S. Deardorff commented that some of the landscaped areas are rather large and could be more manageable if tightened up and shortened, and then grass planted along the front of them.

Parking Lots: The libraries are having their parking lots sealed, potholes and cracks filled, and striping done this spring. DeMotte and Wheatfield's lots are finished and Rensselaer's will be scheduled soon.

Milroy Cases/Collection: Two new locks were recently installed. New cabinetry will be budgeted for 2011. P. Stringfellow has been playing phone tag with Dale Ogden, a curator at the Indiana State Museum who is willing to provide a list of potential appraisers for this collection. An open house featuring the Milroy collection is scheduled at the Rensselaer Library for July 2 from 1-3:00. The Jasper County Historical Society will hold an anniversary celebration for the

statue in Milroy Park on the 4th of July. Our open house is a tie in to this program. A feature article will be appearing in the July issue of our library newsletter.

Tax Revenues: We have received our June settlement and have received almost 56% of our property taxes. This is the first year in many that we have received property taxes on schedule.

WebMaster Presentation: Melissa Widner, Library Webmaster, made a wonderful report to the Board, outlining library goals, successes, challenges, and future plans in regards to maintaining and developing our website. She compared the website of three years ago to our more attractive and informative website today. We have developed it into a more informational site, made it more appealing to all ages, and strive to reach all audiences (child-teen-adult--first time Internet users, etc.). Many staff members contribute content such as updating library events. We have a community guide of resources that is updated regularly through processes that we have set up to keep the information current. We want to convey that we are an accurate source of information, a one-stop shopping source. Another goal is to offer instructional videos through our webpage for patrons. To our successes we have taken the services (for instance RSS Feeds) we already have in our events calendar and by special coding pulled it into our front page and other pages. Our vision is to digitize information, to entertain, and continue to develop our website as a destination for information. Our website already meets the new Library State Standards. The board expressed their thanks to M. Widner for our wonderful website.

Director's Report: Summer Reading is in full swing with programs for children, teens and adults.

Trustee Training was held with two other libraries attending along with our own board members, J. Umlauf, M. Sayler, N. Waling, D. George and Director, P. Stringfellow. M. Sayler also attended a budget workshop with P. Stringfellow and G. Evans.

We will be replacing, repairing, and caulking several windows at DeMotte Library as we continue addressing building maintenance issues and sprucing up our libraries.

Future Agenda Items: Wheatfield roof, Wheatfield landscape plan.

Adjournment: With no further matters for discussion T. Schultz moved to adjourn at 6:59 PM.


Susan Deardorff, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
July 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	8	0	0	8
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	143	0	1	144
Award Winning non-fiction (DAWNF)	11	0	0	11
Award Winner YAFIC (DAYAF)	2	0	0	2
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	48	1	0	49
Books on CD (DBKCD)	173	3	0	176
Books on Tape (DBKT)	15	0	0	15
Compact Disc (DCD)	345	25	11	381
Digital Audiobooks (DDA)	6	2	1	9
DVD (DDVD)	1841	12	7	1860
Equipment (DEQP)	209	0	0	209
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	43	0	0	43
Fiction (DFIC)	1161	39	34	1234
Fiction Fantasy (DFICF)	20	3	0	23
Fiction Mystery (DFICM)	111	13	3	127
Fiction New (DFICNEW)	463	20	20	503
Fiction Science Fiction (DFICSF)	17	1	0	18
Fiction Western (DFICW)	12	0	0	12
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	61	1	1	63
Hanging Bags (DHANG)	27	0	0	27
ILL (DILL)	67	2	0	69
Internet (DINTER)	1529	0	0	1529
Juv. Audio book (DJAUDB)	39	1	1	41
Juv. Biography (DJBIO)	130	3	0	133
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	47	0	0	47
Juvenile Easy (DJE)	1699	19	24	1742
Juv. Easy Non-fiction (DJENF)	146	2	0	148
Juv. Easy Reader (DJER)	1150	11	17	1178
Juv. Fiction (DJFIC)	1035	15	19	1069
Juv. Holiday books (DJHOL)	37	0	1	38
Juv. Magazine (DJMAG)	78	0	1	79
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	934	5	20	959
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	172	0	0	172
Large Print Fiction (DLPF)	237	4	0	241

Large Print Nonfic (DLPNF)	11	1	0	12
Magazine (DMAG)	894	1	36	931
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	0	0	15
Nonfiction 100 (DNF100)	29	3	1	33
Nonfiction 200 (DNF200)	51	2	4	57
Nonfiction 300 (DNF300)	110	2	1	113
Nonfiction 400 (DNF400)	7	0	0	7
Nonfiction 500 (DNF500)	53	5	0	58
Nonfiction 600 (DNF600)	297	6	12	315
Nonfiction 700 (DNF700)	107	12	6	125
Nonfiction 800 (DNF800)	39	0	1	40
Nonfiction 900 (DNF900)	112	10	5	127
Nonfiction DVD (DNFDVD)	82	3	0	85
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	144	12	2	158
Nonfiction VHS (DNFVHS)	18	0	0	18
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	5	0	0	5
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	0	0	10
Software (DSWAR)	53	2	0	55
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	176	1	1	178
YA Audio book (DYAUDB)	11	0	0	11
YA Biography (DYAB)	5	1	0	6
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	476	10	9	495
YA Music CD (DYACD)	1	0	0	1
YA Nonfiction (DYANF)	25	0	1	26
YA Paperback Fic (DYAPBF)	1	0	0	1
Storage (DZSTO)	20	2	0	22
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	34	1	37
Books on CD (RBKCD)	3	156	3	162
Books on Tape (RBKT)	0	40	1	41
Compact Disc (RCD)	7	281	6	294
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	13	2885	14	2912
Equipment (REQP)	0	139	0	139
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	24	0	24
Fiction (RFIC)	51	1148	10	1209
Fiction New (RFICNEW)	23	433	14	470
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	2	130	8	140
Hanging Bag (RHANG)	0	30	0	30
ILL (RILL)	1	80	0	81
Internet (RINTER)	0	2397	0	2397
Juv. Audio book (RJAUDB)	0	17	2	19
Juv. Biography (RJBIO)	2	33	0	35
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	44	1	45
Juvenile Easy (RJE)	5	1612	4	1621
Juv. Easy Non-fiction (RJENF)	3	104	0	107
Juv. Easy Reader (RJER)	16	698	0	714
Juv. Fiction (RJFIC)	44	847	3	894
Juv. Magazine (RJMAG)	0	38	0	38
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	15	539	2	556
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJTOD)	0	227	0	227
Large Print Fiction (RLPF)	12	250	6	268
Large Print Nonfic (RLPNF)	0	17	0	17
Magazine (RMAG)	1	458	1	460
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	14	0	15
Non-Fiction 100 (RNF100)	0	28	1	29
Non-Fiction 200 (RNF200)	1	50	0	51
Non-Fiction 300 (RNF300)	2	89	5	96
Non-Fiction 400 (RNF400)	3	5	1	9
Non-Fiction 500 (RNF500)	2	23	1	26
Non-Fiction 600 (RNF600)	18	294	7	319
Non-Fiction 700 (RNF700)	6	70	1	77
Non-Fiction 800 (RNF800)	0	11	0	11
Non-Fiction 900 (RNF900)	2	89	2	93
Nonfiction DVD (RNFDVD)	2	101	9	112
Nonfiction (RNFIC)	1	0	0	1
Nonfiction new (RNFNEW)	16	230	8	254
Nonfiction VHS (RNFVHS)	2	22	0	24
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	11	0	11
Software (RSWAR)	0	143	0	143
Vertical File (RVF)	0	6	0	6
VHS (RVHS)	1	85	0	86
YA Audio book (RYAUDB)	1	16	0	17
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	27	337	16	380
YA Music CD (RYACD)	0	127	8	135

YA Nonfiction (RYANF)	2	32	0	34
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	4	3	0	7
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	22	23
Books on CD (WBKCD)	16	8	142	166
Books on Tape (WBKT)	3	1	7	11
Compact Disc (WCD)	9	28	395	432
Digital Audiobooks (WDA)	0	0	3	3
DVD (WDVD)	24	19	1882	1925
Equipment (WEQP)	0	0	64	64
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	38	38
Fiction (WFIC)	62	39	554	655
Fiction Fantasy (WFICF)	0	2	6	8
Fiction Mystery (WFICM)	9	4	84	97
Fiction New (WFICNEW)	35	24	414	473
Fiction Science Fiction (WFICSF)	2	0	10	12
Fiction Western (WFICW)	0	0	15	15
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	0	56	58
Hanging Bags (WHANG)	0	1	20	21
ILL (WILL)	0	0	25	25
Internet (WINTER)	0	0	961	961
Juv. Audio book (WJAUDB)	1	1	18	20
Juv. Biography (WJBIO)	0	1	17	18
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	25	25
Juvenile Easy (WJE)	12	15	979	1006
Juv. Easy Non-fiction (WJENF)	0	0	182	182
Juv. Easy Reader (WJER)	3	1	971	975
Juv. Fiction (WJFIC)	26	18	1153	1197
Juv. Magazine (WJMAG)	0	0	36	36
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	17	11	610	638
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	4	0	138	142
Large Print Fiction (WLPF)	10	18	109	137
Large Print Nonfic (WLPNF)	1	3	10	14
Magazine (WMAG)	1	29	516	546
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	2	1	14	17
Non-Fiction 200 (WNF200)	2	2	12	16
Non-Fiction 300 (WNF300)	4	6	42	52
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	3	1	32	36
Non-Fiction 600 (WNF600)	35	6	122	163
Non-Fiction 700 (WNF700)	5	4	48	57
Non-Fiction 800 (WNF800)	0	0	5	5
Non-Fiction 900 (WNF900)	2	1	37	40

Nonfiction DVD (WNFDVD)	1	1	74	76
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	13	3	108	124
Nonfiction VHS (WNFVHS)	0	0	4	4
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	1	1	48	50
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	2	0	170	172
YA Audio book (WYAUDB)	1	0	2	3
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	28	25	356	409
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	3	19	22
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	15396	14988	10945	41329

CIRCULATION BY HOLDINGS CODE
July 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	8	0	0	8
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	143	0	1	144
Award Winning non-fiction (AWNFI)	11	0	0	11
Award Winner YAFIC (AYAF)	2	0	0	2
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	51	35	23	109
Books on CD (BKCD)	192	167	145	504
Books on Tape (BKT)	18	41	8	67
Compact Disc (CD)	361	334	412	1107
Digital Audiobooks (DA)	6	6	4	16
DVD (DVD)	1878	2916	1903	6697
Equipment (EQP)	209	139	64	412
See librarian (ERR)	0	0	0	0
Express Book (EXP)	43	24	38	105
Fiction (FIC)	1274	1226	598	3098
Fiction Fantasy (FICF)	20	5	6	31
Fiction Mystery (FICM)	120	17	87	224
Fiction New (FICNEW)	521	477	448	1446
Fiction Science Fiction (FICSF)	19	1	10	30
Fiction Western (FICW)	12	0	15	27

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	65	131	65	261
Hanging Bags (HANG)	27	31	20	78
ILL (ILL)	68	82	25	175
Internet (INTR)	1529	2397	961	4887
Juv. Audio book (JAUDB)	40	19	21	80
Juv. Biography (JBIO)	132	37	17	186
Juv. Book on CD (JB CD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	47	44	26	117
Juvenile Easy (JE)	1716	1646	1007	4369
Juv. Easy Non-Fiction (JENF)	149	106	182	437
Juv. Easy Reader (JER)	1169	710	988	2867
Juv. Fiction (JFIC)	1105	880	1175	3160
Juv. Holiday (JHOL)	37	0	1	38
Juv. Magazine (JMAG)	78	38	37	153
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	966	555	632	2153
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	3	0	3
Juv. Toddler (JTOD)	176	227	138	541
Large Print Fiction (LPF)	259	272	115	646
Large Print Nonfic (LPNF)	12	21	10	43
Magazine (MAG)	896	488	553	1937
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	16	14	5	35
Non-Fiction 100 (NF100)	31	32	16	79
Non-Fiction 200 (NF200)	54	54	16	124
Non-Fiction 300 (NF300)	116	97	48	261
Non-Fiction 400 (NF400)	10	5	3	18
Non-Fiction 500 (NF500)	58	29	33	120
Non-Fiction 600 (NF600)	350	306	141	797
Non-Fiction 700 (NF700)	118	86	55	259
Non-Fiction 800 (NF800)	39	11	6	56
Non-Fiction 900 (NF900)	116	100	44	260
Non-Fiction DVD (NFDVD)	85	105	83	273
Nonfiction (NFIC)	1	0	1	2
Nonfiction New (NFNEW)	173	245	118	536
Nonfiction VHS (NFVH)	20	22	4	46
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	0	0	5
Reference (REF)	94	94	24	212
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	11	0	21
Software (SWAR)	54	146	48	248
Vertical File (VF)	0	9	6	15

VHS	179	86	171	436
YA Audio book (YAUDB)	13	16	2	31
YA Biography (YAB)	5	3	1	9
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	531	372	381	1284
YA Music CD (YACD)	1	127	8	136
YA Nonfiction (YANF)	27	35	20	82
YA Paperback Fic (YAPBF)	1	0	0	1
Storage (ZSTO)	24	5	1	30
				0
Free reads	259	450	170	879
Games/Puzzles	0	45	0	45
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	15749	15580	11142	42471

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2551	2477	1488	6516
Nonfiction	1317	1222	568	3107
CHILDREN'S BOOKS				
Fiction	4317	3463	3309	11089
Nonfiction	1300	701	832	2833
YA BOOKS				
Fiction	599	503	446	1548
Nonfiction	32	38	21	91
Magazines, Adult	896	488	553	1937
Magazines, Children	78	38	37	153
Sound Recordings, adult	590	564	573	1727
Sound Recordings, ch	115	221	75	411
Online databases	0	0	0	0
Software	54	146	48	248
Vertical file	0	9	6	15
VHS/DVD	2162	3129	2161	7452
Equipment	209	139	64	412
Total	14220	13138	10181	37539
A-V Circulation	2921	4060	2857	9838
A-V Circulation as % of total	20.5%	30.9%	28.1%	26.2%

June 2010

DEMOTTE		
Added	Withdrew	Circu-
Vols.	Vols.	lation

RENSSELAER		
Added	Withdrew	Circu-
Vols.	Vols.	lation

WHEATFIELD		
Added	Withdrew	Circu-
Vols.	Vols.	lation

**Total
Circ.**

ADULT BOOKS

Fiction	65	8	2,551	94	63	2,477	117	0	1,488	6,516
Nonfiction	58	41	1,317	90	91	1,222	49	21	568	3,107

Fiction	84	183	4,317	72	74	3,463	66	1	3,309	11,089
Nonfiction	50	0	1,300	35	8	701	75	1	832	2,833

Fiction	5	1	599	45	0	503	15	0	446	1,548
Nonfiction	3	0	32	3	0	38	3	0	21	91

Magazines,Adult	896	488	553	1,937
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Magazines, Child	78	38	37	153
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Games, Toys	0
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Sound Rec/Adult	20	0	590	15	1	564	26	0	573	1,727
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Sound Rec/Child	5	0	115	8	0	221	2	0	75	411
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[illegible]

Software	1	0	54	7	3	146	5	0	48	248
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Vertical Files	0	0	0	87	0	9	0	0	6	15
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VHS/DVD	23	0	2,162	0	10	3,129	67	1	2,161	7,452
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Equipment	1	209	139	64	412
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TOTAL	314	234	14,220	369	250	13,138	425	24	10,181	37,539
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END OF MONTH:

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	70,375	60,027	46,276
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Circulation Increase/Decrease	-4.8%	-6.9%	-11.8%
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MONTHLY SYSTEM STATISTICS

2009

2010

% change

Current month's Circulation	40,583	37,539	-7.5%
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Jan. to date circulation	180,572	172,631	-4.4%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
19,400	19,457	11,391	11,422	12,847	12,964 Fiction
18,175	18,192	19,673	19,672	9,945	9,973 Nonfiction
					CHILDREN'S BKS
13,747	13,648	11,174	11,172	9,299	9,364 Fiction
8,830	8,880	6,007	6,034	5,128	5,202 Nonfiction
					YA BOOKS
2,364	2,368	2,275	2,320	1,929	1,944 Fiction
489	492	692	695	180	183 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,764	2,784	3,300	3,314	3,096	3,122 Sound Rec/Adult
613	618	442	450	632	634 Sound Rec/Child
25	25	16	16	1	1 Online Databases
350	351	346	350	171	176 Software
3	3				Vertical Files
3,416	3,439	4,430	4,420	2,590	2,656 VHS/DVD
119	118	142	142	57	57 Equipment
70,295	70,375	59,908	60,027	45,875	46,276 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June 2010

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	251	54	221	48	386	84	858	186
LOCAL HISTORY								
In person	4	1	19	5	2	1	25	7
Letters written	0	0	3	3	0	0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1529	64	2397	100	961	40	4887	204
Computer software used	248	21	157	13	104	9	509	42
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	17	2	0	0	20	3
CD ROM/Online databases	122	10	601	50	198	17	921	77
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	3	1	3	1	0	0	6	2
OTHER LIBRARY SERVICES USED								
Outreach activities	39	39	14	9	0	0	53	35
Notarized documents	10	3	5	1	5	1	20	5
Meeting Room Use (no. of group)	33	11	66	22	1	0	100	33
Study room use	22	2	38	3	21	2	81	7
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	63		420		159		642	
WIRELESS USE via patron owned pcs	144		285		107		536	
SELF-CHECKOUT USE	1993		765		1543		4301	
INTERLIBRARY LOANS								
Requests made for:	102	26	81	20	29	7	212	53
Items rec'd for:	94	47	94	47	24	12	212	106
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8457	8451	4708	21616
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	402	416	93	911
Number of New Patrons Added	79	48	48	
Number of Patron Cards Expired	74	43	47	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	5	30	14	84	13	78	32	192
Number attending	477		624		629		1730	
YA Programs (14-17)	3	18	4	24	4	24	11	66
Number attending	106		69		89		264	
Adult Programs	1	6	8	48	0	0	9	54
Number attending	222		369		19		610	
Senior Citizen Programs	8	48	4	24	2	12	14	84
Number attending	73		29		13		115	
Total Number of Programs	17	102	30	180	19	114	66	396
Total Persons Attending	878		1091		750		2719	
Total Attending Same Month Last	606		969		513		2088	
Total Staff Hours Spent		382		506		286	1173	1160
Total Number of In-House Program	12		29		16		57	
Total Attendance	834		1080		652		2566	
Total Number of Outreach Program	5		1		3		9	
Total Attendance	44		11		98		153	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	9272	65.6%	8211	62.7%	5931	58.4%	23414	62.7%
Corporate	0	0.0%	55	0.4%	0	0.0%	55	0.1%
Juvenile 0-11	771	5.5%	688	5.3%	574	5.7%	2033	5.4%
Juvenile-AV	2468	17.5%	2137	16.3%	2367	23.3%	6972	18.7%
Nonresident No Fee	67	0.5%	147	1.1%	235	2.3%	449	1.2%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	326	2.3%	331	2.5%	77	0.8%	734	2.0%
Reciprocal Juvenile	0	0.0%	0	0.0%	1	0.0%	1	0.0%
Reciprocal Juvenile AV	18	0.1%	37	0.3%	0	0.0%	55	0.1%
Reciprocal YA	0	0.0%	0	0.0%	8	0.1%	8	0.0%
Reciprocal YA AV	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	12	0.1%	0	0.0%	12	0.0%
Staff	602	4.3%	896	6.8%	668	6.6%	2166	5.8%
Walking books	69	0.5%	71	0.5%	0	0.0%	140	0.4%
YA 12-17	146	1.0%	104	0.8%	31	0.3%	281	2.8%
YA-AV	387	2.7%	385	2.9%	262	2.6%	1034	2.8%
Total	14126		13086		10154		37366	
All items borrowed by nonresidents	411	2.9%	539	4.1%	321	3.2%	1271	3.4%

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges allow reciprocal borrowers to borrow all materials which are available to residents of the JCPL service area.

PC's: PC's providing public access to the Internet, research resources, spreadsheet and word processing software and to the library catalog will be available to reciprocal borrowers.

Interlibrary/intralibrary loan: We will *intralibrary* loan (within the JCPL system) for reciprocal borrowers. For *interlibrary* loans from other libraries, reciprocal borrowers must go to their own library.

Adopted 6/96; revised 7/04; 11/04; revised 7/06; revised 7/10

FMLA/MILITARY LEAVE POLICY

LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military or vacation leave), nor may they take part in non-work-related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** At its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or less will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to six weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days. Any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

To be granted a medical leave, you must provide Human Resources appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work.

Conclusion Of Leave

At the conclusion of a medical leave of 4 weeks or less, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

for at least 12 months and

for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, son or daughter, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. ~~is a Covered Military Member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.~~ Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, and assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; or

~~Military Family Caregiver~~Covered Servicemember Leave. An employee may take this leave to care for the employee's spouse, son or daughter, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty ~~that may render the Covered Servicemember medically unfit to perform his or her military duties~~. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than ~~Military Family Caregiver~~Covered Servicemember Leave.

For ~~Military Family Caregiver~~Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of ~~Military Family Caregiver~~Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of ~~Military Family Caregiver~~Covered Servicemember Leave.

When a husband and wife are both eligible employees of the ~~Employer~~Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for ~~Military Family Caregiver~~Covered Servicemember Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (2) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA leave in accordance with the following chart:

<u>TYPES OF PAID TIME OFF</u>		<u>APPLIED DURING</u>				
		<u>Parenting Leave</u>	<u>Family Medical Leave</u>	<u>Employee Medical Leave</u>	<u>Exigency Leave</u>	<u>Covered Service Member's service Member Caregiver Leave</u>
(1)	Sick Pay	Yes	Yes	Yes	No	Yes
(4)	Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off when receiving worker's compensation benefits. However, where disability or workers' compensation benefits provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Human

Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

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Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

~~If an employee takes a Parenting Leave, the~~ An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or ~~Military Family Caregiver~~ Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by requesting and completing a Request for Leave Form (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable. In that case the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave). Request for Leave Forms can be obtained from Human Resources.

If an employee requests Family Medical, Employee Medical, or ~~Military Family Caregiver~~ Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. The certification must also notify the Library of the reasons why the intermittent or reduced schedule leave is medically necessary and of the schedule for treatment if applicable. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a

provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

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During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health and group life coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or immediately after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library

will determine whether an employee will be restored to the same position or to an equivalent position.

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If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to ~~Military Family Caregiver~~Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of his serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee is eligible for additional sick days under the Library's policy; in that case, with proper medical certification ~~FMLA~~, leave will be extended for up to the number of sick days available but not for parenting or exigency leave. However, if your leave is extended in this regard, you are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not include parents "in law."

"Son or Daughter" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of his parent, who is either (1) under age 18 or (2) an eligible adult child age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. (This definition does not apply to ~~Military Family Caregiver~~Covered Servicemember Leave or Military Family Exigency Leave.)

"Son or Daughter of a Covered Servicemember" means a Covered Servicemember's biological, adopted or foster child, stepchild or legal ward, or a child for whom

the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to ~~Military Family Caregiver~~Covered Servicemember Leave.)

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~~“Son or Daughter on active duty or call to covered active duty status”~~ means (1) the employee’s biological, adopted or foster child, stepchild, or legal ward, or a child for whom the employee stood in the place of the parent when the Covered Military Member was under 18, (2) who is on active duty or call to active duty status, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

“Covered Active Duty” means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

~~“Covered Military Member” means the employee’s spouse, son, daughter, or parent on active duty or call to active duty status.~~

“Covered Servicemember” means a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military’s temporary disability retired list for a Serious Illness or Injury. Covered Servicemember also means a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Serious Illness or Injury” with respect to a member of the Armed Forces means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, a Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran.~~means an injury or illness incurred in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating.~~

“Outpatient Status” with respect to a Covered Servicemember means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Veteran” is defined by 38 U.S.C. § 101.~~“Contingency Operation” means a military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results~~

~~in the call or order to, or retention on, active duty of members of the uniformed services as specified by the U.S. Military.~~

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



D. Military Family Leave Policy

Indiana's Military Family Leave Act provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

- spouse;
- biological or adoptive parent;
- court-appointed guardian or custodian;
- biological grandparent;
- sibling (by blood or adoption); or
- child (by blood or adoption).

To be eligible for Military Family Leave, an employee

- must have been employed by the Library for at least 12 months and
- must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

- the 30 days before active duty orders are in effect;
- during a leave provided to the one on active duty while the active duty orders are in effect; and
- the 30 days after the termination of the active duty orders.

Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

Pay During Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period.

Job Restoration/No Retaliation

Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

5/09; revised 7/10

JCPL FINANCIAL STATEMENT

June 30, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$153,181.02	\$934,023.17	\$349,594.52	\$937,436.85	\$624,604.41
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$7,026.05	\$4,789.12	\$7,812.89	\$760.64	\$7,913.41	\$7,126.57
DeMotte	\$1,410.73	\$1,671.00	\$2,812.60	\$447.04	\$3,111.25	\$1,709.38
Rensselaer	\$3,435.04	\$2,627.29	\$3,567.13	\$313.60	\$3,558.89	\$3,426.80
Wheatfield	\$2,180.28	\$490.83	\$1,433.16	\$0.00	\$1,243.27	\$1,990.39
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$113.16	\$872.23	\$184,497.16
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$160,952.50	\$98,306.96	\$171,688.75	\$162,464.70
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$0.00	\$1,615.00	\$0.00	\$225,904.47	\$317,890.37
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$1,060.00	\$6,360.00	\$0.00	\$0.00	\$3,751.97
Capital Projects Fund	\$776,883.86	\$32.37	\$397.93	\$77,273.57	\$136,822.48	\$913,308.41
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$4,530.78	\$4,530.78	\$163,053.93
Sales Tax	\$18.35	\$0.00	\$18.16	\$0.89	\$13.72	\$13.91
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$64.78	\$453.44	\$183,950.98
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,758.95	\$40,075.78	\$6,758.95	\$40,075.78	\$0.00
FICA Tax Collected	\$0.00	\$6,716.71	\$39,526.26	\$6,716.71	\$39,526.26	\$0.00
State Tax Collected	\$3,378.33	\$3,272.16	\$19,665.64	\$3,347.75	\$19,635.06	\$3,347.75
County Tax Collected	\$2,289.85	\$2,363.22	\$13,976.52	\$2,430.98	\$14,117.70	\$2,431.03
Deferred Comp.	\$0.00	\$2,520.00	\$15,120.00	\$2,520.00	\$15,120.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,993.32	\$17,487.85	\$2,980.61	\$17,449.00	(\$13.43)
Employee Life Insur.	\$0.00	\$135.16	\$789.80	\$133.72	\$789.80	\$0.00
Employee P.E.R.F.	\$6,547.40	\$0.00	\$12,994.24	\$2,221.15	\$13,099.01	\$6,652.17
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$6,026.80	\$28,867.28	\$6,026.80	\$28,867.28	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$189,848.83	\$1,333,147.72	\$563,781.97	\$1,674,316.02	\$2,573,289.93

Bank Balances
Jasper County Public Library
Report as of: 6/30/2010

<i>Bank</i>		
1	Alliance Bank	\$1,700,386.48
2	Demotte State Bank	\$4,245.31
3	Alliance Bank-LIRF Acct	\$184,497.16
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,950.98
7	Rensselaer Banking Ctr CD#400041737	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,573,289.93

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd 2/12/10 Found-Refunded A/P #188
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Lost Bk Pd 1/19/10 Found-Refund A/P #443
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.00	Lost Mag Pd 3/29/10 Found-Refund A/P #418
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$140.64
130	\$24,730.50

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 6/1/2010 To 6/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$28,314.87	\$28,407.13	49.9
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$80,577.90	\$475,048.93	\$500,051.07	48.7
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,476.60	\$30,768.37	\$35,433.63	46.5
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,716.71	\$39,526.26	\$44,472.74	47.1
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$2,778.47	\$3,944.53	41.3
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$34,019.60	\$35,486.40	48.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$7,014.29	\$40,172.99	\$54,077.01	42.6
Subtotal	\$1,352,502.00		\$1,352,502.00	\$104,512.30	\$650,629.49	\$701,872.51	48.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$124.99	\$319.29	(\$49.29)	118.3
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$82.75	\$2,792.74	\$8,207.26	25.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$460.18	\$2,289.60	\$3,710.40	38.2
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$96.00	\$2,347.31	\$2,652.69	46.9
2.3 REPAIR & MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$49.04	\$473.16	\$526.84	47.3
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$23.95	\$23.95	\$176.05	12.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$122.21	\$481.82	\$68.18	87.6
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$698.87	\$5,250.44	\$7,749.56	40.4
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$37,420.00		\$37,420.00	\$1,657.99	\$13,978.31	\$23,441.69	37.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$1,285.00	\$2,656.33	\$3,760.67	41.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$427.10	\$2,033.95	\$2,166.05	48.4
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$511.02	\$4,488.98	10.2
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,770.05	\$8,631.74	\$12,368.26	41.1
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$68.53	\$3,518.30	\$4,481.70	44.0
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$159.41	\$821.25	\$978.75	45.6
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$8.96	\$395.28	\$704.72	35.9
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$40.00	\$860.00	4.4
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$23,514.00	\$2,486.00	90.4
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$801.65	\$11,896.31	\$38,103.69	23.8
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$6,043.43	\$30,686.26	\$39,313.74	43.8
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$593.85	\$1,406.15	29.7
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$365.93	\$2,256.83	\$2,493.17	47.5
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$6,568.24	\$27,950.72	\$24,173.38	53.6
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$140.14	\$609.14	\$290.86	67.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$185.70	\$64.30	74.3
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$27.00	\$279.50	\$2,120.50	11.6
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$73.54	\$173.54	\$5.99	\$125.43	\$48.11	72.3
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$1,983.27	\$34,950.00	\$47,895.00	42.2
Subtotal	\$383,114.00	\$140.64	\$383,254.64	\$19,748.15	\$153,043.61	\$230,211.03	39.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$0.00	\$8,601.15	\$4,148.85	67.5
4.51 BOOKS	\$142,210.00	\$0.00	\$142,210.00	\$15,947.79	\$62,342.17	\$79,867.83	43.8
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$4,800.24	\$12,337.60	\$8,794.40	58.4
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$6,514.55	\$33,090.84	\$45,009.16	42.4
Subtotal	\$254,192.00		\$254,192.00	\$27,262.58	\$116,371.76	\$137,820.24	45.8
Grand Total	\$2,027,228.00	\$140.64	\$2,027,368.64	\$153,181.02	\$934,023.17	\$1,093,345.47	46.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 6/1/2010 To 6/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$115,000.00	\$115,000.00	50.0
3.82 INTEREST-BONDS	\$89,749.00	\$0.00	\$89,749.00	\$0.00	\$45,952.50	\$43,796.50	51.2
Subtotal	\$320,379.00		\$320,379.00	\$0.00	\$160,952.50	\$159,426.50	50.2
Grand Total	\$320,379.00	\$0.00	\$320,379.00	\$0.00	\$160,952.50	\$159,426.50	50.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 6/1/2010 To 6/30/2010

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$20,000.00	\$24,730.50	\$44,730.50	\$0.00	\$33,434.70	\$11,295.80	74.7
Subtotal	\$30,000.00	\$24,730.50	\$54,730.50	\$0.00	\$33,434.70	\$21,295.80	61.1
Grand Total	\$30,000.00	\$24,730.50	\$54,730.50	\$0.00	\$33,434.70	\$21,295.80	61.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 6/1/2010 To 6/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,615.00	(\$1,615.00)	0.0
3.26 NETWORKING	\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$10,300.00	0.0
3.61 BUILDING & STRUCTURES	\$56,000.00	\$0.00	\$56,000.00	\$0.00	\$0.00	\$56,000.00	0.0
Subtotal	\$66,300.00		\$66,300.00	\$0.00	\$1,615.00	\$64,685.00	2.4
Grand Total	\$66,300.00	\$0.00	\$66,300.00	\$0.00	\$1,615.00	\$64,685.00	2.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 6/1/2010 To 6/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,316.00	\$0.00	\$18,316.00	\$0.00	\$112.00	\$18,204.00	0.6
Subtotal	\$18,916.00		\$18,916.00	\$0.00	\$112.00	\$18,804.00	0.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$29,194.00	\$0.00	\$29,194.00	\$0.00	\$253.56	\$28,940.44	0.9
4.53 NONPRINTED MATERIALS	\$1,890.00	\$0.00	\$1,890.00	\$32.37	\$32.37	\$1,857.63	1.7
Subtotal	\$31,084.00		\$31,084.00	\$32.37	\$285.93	\$30,798.07	0.9
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$32.37	\$397.93	\$49,602.07	0.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 6/1/2010 To 6/30/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29468	463	ALLIED WASTE SERVICES #71	6/10/2010	Trash Service-June 2010 @ Wh. Lib	\$53.48
29469	464	ANTHEM BLUE CROSS BLUE	6/10/2010	June Health Insurance Premium-19 employees	\$9,529.69
29470	465	ANTHEM LIFE	6/10/2010	June Life Ins. Premium	\$103.14
29471	466	FIRST TRUST CREDIT UNION	6/10/2010	Direct Deposits w/held from 10 June 10 Payroll	\$3,006.87
29472	467	GREAT-WEST RETIREMENT S	6/10/2010	Annuity w/held from 10 June 10 Payroll-7 participants	\$1,260.00
0	468	INDIANA DEPARTMENT OF RE	6/18/2010	State & County Taxes w/held 10 June 10 Payroll, ref #44193, Verif Code #36	\$5,635.38
0	469	IRS USA TAXPAYMENT	6/11/2010	FICA & Federal Tax w/held from 10 June 10 Payrolls - Ref #00201941	\$10,027.42
29473	470	JOSEPH ZELLON	6/10/2010	Courier Mileage, 5/16/10-5/31/10	\$300.00
29474	471	TOWN OF DEMOTTE	6/10/2010	June Sewer Fee @ DeM. Lib	\$68.42
29475	472	TOWN OF WHEATFIELD SEW	6/10/2010	Sewer Service-June @ Wh. Lib	\$56.65
29476	473	WASTE MANAGEMENT	6/10/2010	June Trash Pickup @ DeM	\$50.00
0	474	PAYROLL	6/10/2010	PAYROLL	\$44,994.97
29477	475	4-COUNTY SUPPLY	6/14/2010	4 Sloan Diaphragm Kits for Flush Boxes	\$71.56
29478	476	4 IMPRINT, INC.	6/14/2010	Reflective Stripe Sportpack	\$1,047.02
29479	477	ACE HARDWARE	6/14/2010	Instant Gutter Seal, Flashing Aluminum, Gutter Guard, Drill Screw, 2 Corner Braces	\$49.04
29480	478	AFFORDABLE ALTERNATIVES	6/14/2010	Unabridged Labels & 2 Day Loan \$1/Day Fine Labels	\$47.30
29481	479	AMERICAN LIB. ASSN.	6/14/2010	Posters	\$141.00
29482	480	ANDREE BUILDERS, INC	6/14/2010	Repair Brick Seats at Rensselaer	\$4,985.00
29483	481	ANGELA BARTON	6/14/2010	Clear Cups for Summer Rdg Craft	\$8.24
29484	482	BAKER & TAYLOR	6/14/2010	Books, Continuations, AV, Auto Yours	\$8,462.96
29485	483	BAKER & TAYLOR ENTERTAIN	6/14/2010	DVDs	\$190.35
29486	484	BLUETARP FINANCIAL, INC	6/14/2010	2" Paint Brush, Long Mask, Flex Sand Sponge, Course Sanding Sponge	\$23.95
29487	485	BLOOMFIELD CORPORATION	6/14/2010	Annual Maintenance Agreement for Wh.	\$2,378.00
29488	486	BOYCE FORMS/SYSTEMS	6/14/2010	4 General Receipt Books-numbered	\$124.99
29489	487	CAPITAL ONE BANK (USA), NA	6/14/2010	Mtg Expenses, Books 2 Bridges Expenses, Ch. Supplies, Summer Rdg Prizes, Books	\$296.52
29490	488	CENTURYLINK	6/14/2010	Local Telephone service, June 2010-Rens.	\$139.15
29491	489	CULLIGAN OF KOUTS	6/14/2010	Water & Cooler rental-May (Wh. Lib)	\$9.95
29492	490	DAVIDSON TITLES INC.	6/14/2010	Books	\$3,561.62
29493	491	DUCKWALL-ALCO STORES, IN	6/14/2010	Summer Rdg Expenses	\$17.73
29494	492	EDUCATION NETWORKS OF A	6/14/2010	Internet Connection-T1 lines & Prioritization	\$1,110.00
29495	493	EVELYN BRISTOL	6/14/2010	Mileage: Mgmt Mtg, KV Reading Council, Counterparts, Survey Mtg, Ollis Book Rep Mtg, Coop School Services Luncheon, Marketing Mtg, 8th Grade Visits	\$157.00
29496	494	FASE'S WATER TREATMENT	6/14/2010	8-Redout bags for Water softener-DeM.	\$96.00
29497	495	FLEX-PAC INC	6/14/2010	Brush for Vacuum	\$50.65
29498	496	GA FOODS GROUP	6/14/2010	Mgmt Mtg Expenses, Tues Movie Night Expenses, Counterparts Expenses	\$52.78
29499	497	GALE	6/14/2010	Books	\$41.52
29500	498	GLORY-JUNE GREIFF	6/14/2010	Books	\$79.80
29501	499	H & H SOFTWARE GmbH	6/14/2010	Software License	\$32.37
29502	500	HEARTLAND AG-BUSINESS G	6/14/2010	Antique Tractor Guide, Iron Memories Annual	\$38.00
29503	501	INDIANA STATE LIBRARY	6/14/2010	Inter-Library Loan Delivery Service	\$500.00
29504	502	INFO USA MARKETING, INC.	6/14/2010	Indiana Business Directory	\$620.00
29505	503	INSPIRATIONAL DISTRIBUTOR	6/14/2010	Books	\$48.97
29506	504	INTELLIGENT CLEANING SYS	6/14/2010	Roll Towels, Multi-Fold Towels, Toilet Tissue	\$460.18
29507	505	JASPER COUNTY LAND SURV	6/14/2010	Survey, Locate SW Corner of Ren. Property	\$50.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
1046	506	JASPER COUNTY PUBLIC LIB	6/14/2010	Bank Transfer from DeM. State Bank to Alliance Bank	\$13,500.00
29509	507	KANKAKEE VALLEY PUBLISHI	6/14/2010	Legal Ad-CPF	\$8.96
29510	508	KEITH EVANS	6/14/2010	Bubbleologist Program @ Rens., June 23	\$225.00
29511	509	LIBRARY VIDEO COMPANY	6/14/2010	Children DVDs	\$194.22
29512	510	LINDA POORTENGA	6/14/2010	Beading Program Supplies	\$105.74
29513	511	LINDA THOMPSON	6/14/2010	Books	\$29.95
29514	512	THE LOCK DOCTOR	6/14/2010	Milroy case Locks and Installation	\$135.00
29515	513	MARCIA KENT	6/14/2010	Lost Book that was Returned	\$5.99
29516	514	MIDWEST COLLABORATIVE F	6/14/2010	Ancestry Library Edition, Heritage Quest Online, Tumblebook Library	\$1,380.57
29517	515	MIDWEST TAPE	6/14/2010	DVDs	\$67.96
29518	516	NORTHWESTERN INDIANA TE	6/14/2010	Demotte Local Phone service - June	\$171.80
29519	517	OFFICE DEPOT	6/14/2010	Manilla CD Folders, Copy Paper, Colored Paper	\$90.96
29520	518	OLLIS BOOK CORPORATION	6/14/2010	Books	\$3,605.25
29521	519	PATTY STRINGFELLOW	6/14/2010	Mileage: District I Mtg, Cooperative Schools Lunch, Marketing Mtg, Branch Visits, Mtg for Wh Roof	\$97.00
29522	520	POPULAR SUBSCRIPTION SE	6/14/2010	Magazines	\$4,120.53
29523	521	POST TRIBUNE PUBLISHING, I	6/14/2010	Annual Subscription, Wh. Lib, 5/30/10-5/28/11	\$195.00
29524	522	PRECISION CONTROL SYSTE	6/14/2010	Chiller Compressor repairs at Rens.	\$499.50
29525	523	PROQUEST LLC	6/14/2010	Microfilm of KV Post News (1/1/09-12/31/09)	\$289.71
29526	524	RECORDED BOOKS, LLC	6/14/2010	Audio Books	\$105.00
29527	525	RELIABLE EXTERMINATORS, I	6/14/2010	Pest Control-DeM. & Rens. Library	\$227.00
29528	526	ROTARY CLUB of RENSSELA	6/14/2010	Library Membership Dues-March & April 2010	\$27.00
29529	527	RMC IMAGING, INC	6/14/2010	ST200 Companion Scanner	\$2,640.00
29530	528	SCHOLASTIC LIBRARY PUBLI	6/14/2010	Books	\$459.25
29531	529	SHEILA MAXWELL	6/14/2010	Mileage: Systems Mtg, Mgmt Mtg, NICCL, Counterparts Mtg, IOLUG Mtg	\$735.00
29544	530	SILLY SAFARI SHOWS, INC.	6/14/2010	Summer Rdg Prog-Starring Safari Steve	\$1,010.00
29533	531	STEEL CRAFT FABRICATORS	6/14/2010	Barrel Hinges, Labor to Repair Garbage Containment Gate	\$419.00
29534	532	STUDIO INDIANA	6/14/2010	Books	\$40.00
29535	533	SUE TOBIAS	6/14/2010	Mileage:Deposits, Seminar on New Ins Laws, Post Office	\$151.05
29536	534	SUNRISE PACKAGING INC.	6/14/2010	12 Disc 2 Ring Album	\$217.12
29537	535	TOM KROOSWYK PLMBG, HT	6/14/2010	Replaced 2 faucets & 3 U-Joints	\$387.74
29538	536	ULINE	6/14/2010	240 Standard CD Cases & Clear Polypro CD Envelopes	\$310.38
29539	537	UNIQUE MANAGEMENT SERVI	6/14/2010	Collections - Initial & Secondary Placements, April & May 2010	\$257.27
29540	538	VISION SERVICE PLAN- (IN)	6/14/2010	Vision Premium - 19 employees (June 2010)	\$200.92
29541	539	WAL-MART COMMUNITY BRC	6/14/2010	DVDs, Music CDs, Middle School Visit Expenses, Janitorial Supplies, Library Supplies,Batteries	\$2,163.81
29542	540	WORLD BOOK INC.	6/14/2010	World Book Online Reference	\$995.00
29543	541	YVONNE DEL VECCHIO	6/14/2010	Glue & Plexiglass to Repair Business Card Displayer in DeM	\$5.14
0	542	PAYROLL	6/25/2010	PAYROLL	\$45,786.33
29545	543	AFLAC	6/25/2010	Supplemental Insurance w/held from 25 JUN 10 Payroll- Molenaar, Woods, B.Thompson	\$209.48
29546	544	ANTHEM LIFE	6/25/2010	Life Ins. Premium-July 2010	\$99.54
29547	545	CENTURYLINK	6/25/2010	Local Phones-Wh. Lib, June 2010	\$62.28
29548	546	CENTURYLINK	6/25/2010	Long Distance Carrier-5/6-6/7/2010	\$53.87
29549	547	CITY OF RENSSELAER	6/25/2010	Rensselaer Lib Utilities, 5/7-6/9/2010	\$2,760.89
29550	548	FIRST TRUST CREDIT UNION	6/25/2010	Direct Deposits w/held from 25JUN10 payroll	\$3,019.93
29551	549	GREAT-WEST RETIREMENT S	6/25/2010	Annuity Savings w/held from 25JUN10 payroll - 7 participants	\$1,260.00
0	550	IRS USA TAXPAYMENT	6/28/2010	EFT - FICA & Federal Tax w/held from 25 June 10 Payrolls - Ref #0081426	\$10,164.95
29552	551	JOSEPH ZELLON	6/25/2010	Courier Mileage, 6/1-6/15/2010	\$330.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29553	552	NIPSCO	6/25/2010	DeM Utiliites (5/6-6/7) & Wh. Utilities (4/30-6/1)	\$4,355.07
29554	553	POST TRIBUNE PUBLISHING, I	6/25/2010	DeM. Annual Newspaper Subscription, 6/26/10-6/24/11	\$195.00
Total Amount of Claims					\$203,348.83

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, June 30, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$203,348.83

Date this 12th day of July, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

June 30, 2010

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
IES & FEES:			\$3,248.53	\$17,170.57
DeMotte	\$1,160.10	\$5,825.08		
Rensselaer	\$1,163.89	\$6,672.98		
Wheatfield	\$924.54	\$4,672.51		
PHOTOCOPIES:			\$782.14	\$4,987.81
DeMotte	\$233.45	\$1,910.80		
Rensselaer	\$348.54	\$2,088.39		
Wheatfield	\$200.15	\$988.62		
INTEREST:			\$613.24	\$4,283.76
Checking/Repurchase/Savings/CD's	\$613.24	\$4,283.76		
TAXES:			\$344,938.37	\$909,839.33
Property Tax	\$277,608.29	\$477,294.30		
LOIT	\$11,453.67	\$68,722.02		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$817.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,115.20		
Local Option/Certified Shares	\$48,552.58	\$291,315.48		
Local Option/Property Tax Repl.	\$7,323.83	\$66,574.83		
TAXABLE SALES:-			\$12.24	\$54.21
REFUNDS:			\$0.00	\$1,101.17
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$401.17		
Meeting Room Rental	\$0.00	\$200.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$500.00		
Miscellaneous Receipts	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$349,594.52	\$937,436.85
PLAC FUND:-			\$0.00	\$0.00
GIFT FUNDS:			\$760.64	\$7,913.41
DeMotte	\$447.04	\$3,111.25		
Rensselaer	\$313.60	\$3,558.89		
Wheatfield	\$0.00	\$1,243.27		
LIB. IMPROV. RESERVE FUND:			\$113.16	\$872.23
Interest Earned	\$113.16	\$872.23		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$98,306.96	\$171,688.75
Property Tax	\$98,306.96	\$169,875.84		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$234.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,578.41		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$77,273.57	\$136,822.48
Interest Earned	\$205.74	\$2,227.31		
Property Tax	\$77,067.83	\$133,174.28		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$183.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,237.39		
OST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$4,530.78	\$4,530.78
SALES TAX:-			\$0.89	\$13.72
CONSTRUCTION FUND: (Interest Earned)-			\$64.78	\$453.44
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$530,645.30	\$1,485,636.13

WITHHOLDING ACCOUNT FUNDS:

			\$33,136.67	\$188,679.89
FIT Tax Collected	\$6,758.95	\$40,075.78		
FICA Collected	\$6,716.71	\$39,526.26		
State Tax Collected	\$3,347.75	\$19,635.06		
County Tax Collected	\$2,430.98	\$14,117.70		
Deferred Comp Plan	\$2,520.00	\$15,120.00		
Pre-tax Insurance Plans	\$2,980.61	\$17,449.00		
Life Insurance	\$133.72	\$789.80		
PERF	\$2,221.15	\$13,099.01		
Garnishments	\$0.00	\$0.00		
Credit Union	\$6,026.80	\$28,867.28		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$563,781.97	\$1,674,316.02

Voucher List***Jasper County Public Library******Report Date: From 7/1/2010 To 7/12/2010***

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29555	554	TOWN OF WHEATFIELD SEW	7/9/2010	Sewer Service-July @ Wh. Lib	\$56.65
29556	555	ACE HARDWARE	7/12/2010	Weed Killers, nuts/bolts/nails, paint, caulk, drill bits	\$68.71
29557	556	ANGELA BARTON	7/12/2010	Mileage: Books2Bridge Mtg; Teen Summer Rdg Exp.	\$51.77
29634	557	BAKER & TAYLOR	7/12/2010	Books, Continuations, AV, Auto Your Series	\$7,230.87
29559	558	BAKER & TAYLOR ENTERTAIN	7/12/2010	DVD	\$10.69
29560	559	BANK OF NEW YORK MELLON	7/12/2010	Annual Fee as Paying Agent and Registrar	\$630.00
29561	560	BLUETARP FINANCIAL, INC	7/12/2010	Screws, Threadlocker, shelf supports, weatherstripper, caulking, weed killer, clear geocel	\$43.14
29562	561	BRIAN ORBAN	7/12/2010	Setup Irrigation System @ Wh. Lib.	\$220.00
29563	562	CAMPBELL PRINTING COMPA	7/12/2010	Letterhead Stationery & Imprinted Envelopes; YA rubber stamp	\$274.50
29564	563	CAPITAL ONE BANK (USA), NA	7/12/2010	DVDs, Mtg Expenses, ch. Crafts, Summer Rdg Prizes	\$535.09
29565	564	CARRIAGE PAPER PRODUCT	7/12/2010	Receipt Printer rolls & ribbons	\$311.51
29566	565	CIRCLE R ELECTRIC, INC.	7/12/2010	Check A/C Surge Protectors; complete telephone grounding work for circuit replacement for DeM & Wh. Lib	\$234.53
29567	566	CLEVELAND PUBLIC LIBRARY	7/12/2010	Lost ILL Book - patron reimbursed (Gustafson)	\$10.00
29568	567	COUNTRYSIDE LANDSCAPIN	7/12/2010	Mulch - DeMotte	\$170.00
29569	568	CULLIGAN OF KOUTS	7/12/2010	Water Cooler Rental & Water-July (Whtfld)	\$67.45
29570	569	DANIEL CRIM	7/12/2010	Lost pd Book ret'd	\$15.95
29571	570	DAVIDSON TITLES INC.	7/12/2010	Books	\$1,566.45
29572	571	DIANA KOOY	7/12/2010	Gift Cards-Staff 5 yr Anniversaries	\$20.00
29573	572	ELIZABETH HERNANDEZ	7/12/2010	Lost pd book returned	\$14.95
29574	573	EDUCATION NETWORKS OF A	7/12/2010	Internet Service-June 2010	\$1,110.00
29575	574	EVELYN BRISTOL	7/12/2010	Picture frame craft - DeM. Ch.	\$42.74
29576	575	FASE'S WATER TREATMENT	7/12/2010	Redout - DeM. Lib	\$120.00
29577	576	FLEX-PAC INC	7/12/2010	Vacuum Switch Windsor XP Sensor (Wh.), glass cleaner	\$110.56
29578	577	BRENT HOFFMAN	7/12/2010	Lawn Mowing, Spring Cleanup, trim bushes, weeding-April, May, June (Rens, DeM, Wh.)	\$1,035.00
29579	578	GA FOODS GROUP	7/12/2010	Director's Mtg & Teen Summer Rdg Program Expenses	\$41.56
29580	579	GAIL EVANS	7/12/2010	Parking - Budget Mtg; Mileage: Budget Mtg, Bank Deposits, Post Office, buy phone battery, auditor's office, etc.	\$137.25
29581	580	GALE	7/12/2010	Newsmakers, Country & World Leaders Series, Books	\$704.47
29582	581	GOODWIN FIRE EQUIPMENT, I	7/12/2010	Fire Extinguisher inspection & maintenance-Rens & Wh. Lib.	\$352.75
29583	582	HENSLEY SEAL COATING	7/12/2010	Parking Lot Sealing & Striping, hot rubber - fill cracks - Rens & DeM.	\$3,464.28
29584	583	HIGHSMITH CO. INC.	7/12/2010	3-Presentation Stands (laptop & Overhead uses)	\$986.05
29585	584	INDIANA DEPT. OF WORKFOR	7/12/2010	Unemployment Compensation Ins, 2nd Qtr 2010	\$810.97
29586	585	INDIANA LIBRARY FEDERATIO	7/12/2010	Marketing Div. Seminar, 8/11/10 - P. Stringfellow	\$45.00
29587	586	INFORMATION TODAY, INC.	7/12/2010	Internet Librarian 2010 Conference, 10/25-27/2010 - S. Maxwell	\$289.00
29588	587	INTELLIGENT CLEANING SYS	7/12/2010	Paper Towels, Hand Towels, Jumbo TP	\$208.46
29589	588	JAN WAY COMPANY	7/12/2010	Imprinted Marketing/Advertising for Stadium Cups, Key Ring Purse, Table Runner, Scratch Pads	\$1,163.00
29590	589	KANKAKEE VALLEY PUBLISHI	7/12/2010	CPF Notice of Adoption Legal Ad-KV Post & Rens Rep.	\$103.72
29591	590	KIM DELGER	7/12/2010	Book Discussion Prog Expenses-DeM. Lib.	\$70.00
29592	591	KIRBY RISK CORPORATION	7/12/2010	Ballasts-2 (display case)	\$128.88
29593	592	LANDMARK AUDIOBOOKS	7/12/2010	Audiobooks	\$741.60
29594	593	LIBRARY VIDEO COMPANY	7/12/2010	DVD	\$29.95

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29595	594	LINDA POORTENGA	7/12/2010	Milroy Open House Expense, Beads (program); mileage: Bk2Bridge, Lib Council, Genealogy Wkshp, IN Humanities Mtg, Mgmt Mtg	\$184.02
29596	595	MELISSA J. WIDNER	7/12/2010	Dubber (DVD-RS)	\$18.97
29597	596	MIDWEST TAPE	7/12/2010	DVDs	\$42.97
29598	597	NANETTE SPEACHT	7/12/2010	DVD - The Shield seasons (7)	\$79.99
29599	598	NFPA	7/12/2010	National Electrical Code Bks	\$263.95
29600	599	NORTHWESTERN INDIANA TE	7/12/2010	Local phones-July	\$171.17
29601	600	OFFICE DEPOT	7/12/2010	Copy Paper, Inkjet Cartridges, Envelopes, labels, flash drive	\$235.86
29602	601	PATTY STRINGFELLOW	7/12/2010	Mileage: Director's Mtg, Bk Discussion, Grant Mtg, Lib. Council Mtg.	\$87.00
29603	602	PEGGY WOODS	7/12/2010	Mileage: Return DVDs, AV & Bk shopping trips	\$8.75
29604	603	POPULAR SUBSCRIPTION SE	7/12/2010	Magazine subscriptions	\$126.15
29605	604	PRECISION GLASS	7/12/2010	Window repair/replacements-DeM. Lib.	\$1,953.02
29606	605	PUBLIC EMPLOYEES' RETIRE	7/12/2010	2nd Qtr PERF employer & employee contributions	\$24,078.43
29607	606	RACHAEL CAVINDER	7/12/2010	Mileage: Bank Deposits, Mgmt Mtg, Summer Rdg shopping trip	\$49.00
29608	607	FASE-KALUF TV & APPLIANCE	7/12/2010	Cordless Phone battery (DeM)	\$19.99
29609	608	REBECCA CRUM	7/12/2010	Ret'd Lost Pd Book	\$14.00
29610	609	REGENT BOOK CO., INC.	7/12/2010	BH&G Kitchen & Bath Ideas Bk	\$13.62
29611	610	RMC IMAGING, INC	7/12/2010	Annual ST-200 Scanner Mrtnc/Software Support @ R&D	\$1,589.50
29612	611	ROEING CORPORATION	7/12/2010	3rd Qtr Installment of Service Contract #10492	\$6,750.00
29613	612	SIMPLEXGRINNELL LP	7/12/2010	Reprogram Auto Dialer @ Rens. Lib	\$418.50
29614	613	SMITH TRUE VALUE FARM ST	7/12/2010	Stump Remover, Weed & Grass Killer, Concrete Splash Pads	\$31.96
29615	614	STANDARD & POOR'S CORP.	7/12/2010	S&P Outlook Guide Subscription	\$223.50
29616	615	SUSAN E. FOWLER	7/12/2010	Ch. Summer Rdg Prog Presenter @ DeM., 6/7/10	\$450.00
29617	616	TODD W. LUKE	7/12/2010	Acrylic Corner Guards- DeM.	\$8.34
29618	617	TOWN & COUNTRY CONSTRU	7/12/2010	Crack fill, seal coat & stripe Whtfld Parking Lot	\$4,304.00
29619	618	UNIQUE MANAGEMENT SERVI	7/12/2010	Collections: June Initial & Secondary Placements	\$202.87
29620	619	VISION SERVICE PLAN- (IN)	7/12/2010	Vision Premium - 19 employees (July 2010)	\$200.92
29621	620	WAL-MART COMMUNITY BRC	7/12/2010	DVDs, Prog Supplies, blank CD-RWs, summer rdg prizes, cleaning supplies, labeler tape refill	\$814.72
29622	621	YVONNE DEL VECCHIO	7/12/2010	Mileage: Walking Bks, Deliver Community Connection newsletters, etc.-May & June	\$37.30
0	622	M W INSURANCE AGENCY	7/12/2010	Correct Entry (See A/P #121, 2/8/2010). Treasurer & Asst Treasurer Bonds 2010.	\$0.00
29623	623	ALLIED WASTE SERVICES #71	7/9/2010	Trash Service-July 2010 @ Wh. Lib	\$60.07
29624	624	ANTHEM BLUE CROSS BLUE	7/9/2010	July Health Insurance Premium-19 employees	\$9,529.69
29625	625	BANK OF NEW YORK MELLON	7/9/2010	2004 Bond Payment	\$158,796.25
29626	626	GREAT-WEST RETIREMENT S	7/9/2010	Annuity Savings w/held from 9 July 10 payroll - 7 participants	\$1,260.00
0	627	INDIANA DEPARTMENT OF RE	7/9/2010	State & County Taxes w/held 9 July 10 Payroll, ref #80562, Verif Code #43	\$5,778.73
0	628	IRS USA TAXPAYMENT	7/9/2010	EFT - FICA & Federal Tax w/held from 9 July 10 Payrolls - Ref #00267246	\$10,060.05
29627	629	JOSEPH ZELLON	7/9/2010	Courier Mileage, 6/16-6/30/2010	\$330.00
29628	630	OED OFFICE OF ENERGY & D	7/9/2010	3rd Qtr Payment, 2010 - PFEED Loan of 2002	\$2,402.97
29629	631	TOWN OF DEMOTTE	7/9/2010	July Sewer Fee @ DeM. Lib	\$68.42
29630	632	WASTE MANAGEMENT	7/9/2010	July Trash Pickup @ DeM	\$50.00
29631	633	CENTURYLINK	7/9/2010	Local Telephone service, July 2010-Rens.	\$155.04
29632	634	NIPSCO	7/9/2010	Wheatfield Utilites 6/1-7/1/10	\$1,657.82
29633	635	KV POST NEWS	7/9/2010	KV Post for Rens. 7/22/10-7/22/11	\$49.00
29635	636	KV POST NEWS	7/9/2010	Newspaper Subsc-Wh. 7/25/10-7/25/11	\$49.00
0	637	PAYROLL	7/9/2010	PAYROLL	\$44,925.55

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$300,778.59

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 12, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$300,778.59

Date this 12th day of July, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AUG.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 9, 2010, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
Policy Review (R 10)
Workshop Request

General Business

Resolution to Continue in the
Public Library Internet Consortium (R 15)
Rensselaer Library Fence R 15)
Report on Wheatfield Library Roof (R15-R 16)
Update on Wheatfield Landscaping (R 16)

Action

Action

Information

Information

Director's Report (R 15-R 18)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

July 12, 2010
Rensselaer Library

Present: Jody Melton, Susan Deardorff, Timothy Schultz, Mari Anne Sayler, Natalie Waling, Janet Umlauf, Deana George, Patricia Stringfellow, Gail Evans.

Agenda & Consent Agenda Approval: The Consent Agenda items, June Board Meeting Minutes, amended to add J. Umlauf as an attendee for the Trustee Training, bills/financial reports, and minor revisions to Reciprocal Borrowing Policy and FMLA/Military Leave Policy, were approved on a motion by Tim Schultz and seconded by S. Deardorff.

Wheatfield Library Roof Issue: P. Stringfellow noted that our attorney K. Mahnesmith has been unable to reach L. Mock for his report of his findings from the onsite visit at Wheatfield Library in June. Our attorney will continue with his efforts to contact Mr. Mock on our behalf.

Wheatfield Landscaping: J. Melton commented that a potential environmental grant through NIPSCO is no longer available. P. Stringfellow commented that a J. F. New Foundation grant application is being completed and that she and Diana will be speaking with Dan Perkins about some preliminary work that might be done, shortening up some of the beds, planting grass, and moving plants.

Budget 2011: T. Schultz, M. Sayler, and J. Melton met with the Director and Business Manager earlier in the day to study the proposed budgets for 2011. Each board member received a comparison of past budgets and the proposed 2011 Operating budget along with a narrative description of the line items. P. Stringfellow explained the process in developing the operating budget, fielded questions, and how we arrived at a figure for specific line items. The library's Average Growth Quotient for next year is 2.9% over the current year's certified budgets. The total of all combined budgets (Operating, BIRF, LIRF, Rainy Day, CPF) are within this rate. T. Schultz moved, seconded by M. Sayler, to advertise the budgets. Motion passed unanimously.

Online Banking: In January the board authorizes the library to pay several bills between board meetings. The library typically pays utility bills, insurance payments, conference fees, phone bills, courier mileage, etc. between board meetings. Paper checks are cut for these invoices. The treasurer or assistant treasurer must come in on short notice to sign these checks. Indiana statute now allows online banking as an alternative means to paper checks. Alliance Bank, our primary bank, has a limit of online payments of \$9,999.99 per vendor. The library must have approval by the board to use this method. On a motion by S. Deardorff the board authorized S. Tobias and G. Evans to do online banking and receive information on our account. N. Waling seconded the motion. Motion passed. M. Sayler and N. Waling signed the bank's online authorization to this effect.

Rensselaer Library Fence: In an effort to curtail the public from cutting through the Rensselaer staff parking area and for safety of patrons, the library solicited two vendors for an estimate to install a fence on the west side of the parking lot (between Steinke Funeral Home and library), remove shrubs, and fill in with cement. The city was contacted for any ordinances, zoning requirements, permits needed, easements, etc. The only restriction was that the fence must be no more than 3.5 feet tall from the street to sidewalk (approx. 40') to allow for clear view of oncoming traffic. The board went outside to view the area mentioned. P. Stringfellow

commented that the estimates received were not an accurate reflection of our needs and some points needed to be clarified. One estimate was received just prior to the meeting, leaving no time for clarification. It was also noted that warranty information was lacking. S. Deardorff recommended seeking a quote from a fence company that KV Schools use. The matter has been tabled until the next board meeting as we await revised and new quotes. Steinke staff is aware of our project. Once a design has been selected and the Board has approved moving forward with this project, P. Stringfellow will send a letter to Steinke and include a picture of the design selected.

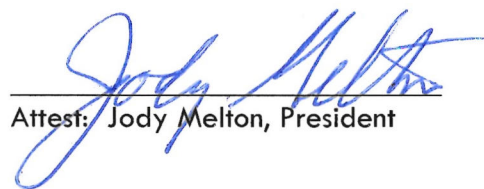
Director's Report: The library is keeping abreast of recent health care reform legislation and its impact on library employees. Beginning in 2011, employers are required to report the cost of insurance coverage on employees' W-2 forms. Employers must now provide reasonable unpaid break time and a private location (not a restroom) to allow nursing moms to express milk during the workday.

We compiled over 600 User and Non-User surveys. Survey Monkey collated the information with ease and saved staff a lot of time in compiling the results. Overall patrons are pleased with our services. The surveys also served as a marketing tool to bring attention to services and materials we offer that patrons may not have been aware of. P. Stringfellow provided survey summaries for each Board member and shared particular actions we will pursue based on survey results. Board members were encouraged to contact P. Stringfellow with any questions after their own review of the data.

Future Agenda Items: Rensselaer Fence Proposals, Wheatfield Roof, Wheatfield Landscaping Progress.

Adjournment: With no further matters for discussion S. Deardorff moved to adjourn at 7:07 PM.


Susan Deardorff, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
July 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	16	0	0	16
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	30	3	0	33
Award Winning non-fiction (DAWNF)	2	0	0	2
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	53	0	1	54
Books on CD (DBKCD)	174	1	4	179
Books on Tape (DBKT)	14	0	0	14
Compact Disc (DCD)	289	19	1	309
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1957	17	7	1981
Equipment (DEQP)	143	0	0	143
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	48	0	0	48
Fiction (DFIC)	1120	48	23	1191
Fiction Fantasy (DFICF)	32	4	0	36
Fiction Mystery (DFICM)	147	4	3	154
Fiction New (DFICNEW)	436	24	9	469
Fiction Science Fiction (DFICSF)	12	0	0	12
Fiction Western (DFICW)	19	0	0	19
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	60	2	0	62
Hanging Bags (DHANG)	22	0	0	22
ILL (DILL)	75	0	0	75
Internet (DINTER)	1480	0	0	1480
Juv. Audio book (DJAUDB)	38	0	0	38
Juv. Biography (DJBIO)	32	0	0	32
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	45	0	0	45
Juvenile Easy (DJE)	817	5	6	828
Juv. Easy Non-fiction (DJENF)	81	0	0	81
Juv. Easy Reader (DJER)	423	4	11	438
Juv. Fiction (DJFIC)	715	22	12	749
Juv. Holiday books (DJHOL)	25	0	0	25
Juv. Magazine (DJMAG)	59	0	6	65
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	488	7	6	501
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	163	0	0	163
Large Print Fiction (DLPF)	238	4	0	242

Large Print Nonfic (DLPNF)	16	1	1	18
Magazine (DMAG)	830	0	12	842
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	0	0	10
Nonfiction 100 (DNF100)	21	2	2	25
Nonfiction 200 (DNF200)	35	2	2	39
Nonfiction 300 (DNF300)	74	4	2	80
Nonfiction 400 (DNF400)	6	0	0	6
Nonfiction 500 (DNF500)	49	0	7	56
Nonfiction 600 (DNF600)	247	7	14	268
Nonfiction 700 (DNF700)	170	2	1	173
Nonfiction 800 (DNF800)	37	2	6	45
Nonfiction 900 (DNF900)	99	2	7	108
Nonfiction DVD (DNFDVD)	75	0	1	76
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	145	11	5	161
Nonfiction VHS (DNFVHS)	21	1	0	22
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	5	1	0	6
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	12	0	0	12
Software (DSWAR)	76	3	0	79
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	172	3	1	176
YA Audio book (DYAUDB)	16	0	0	16
YA Biography (DYAB)	2	1	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	306	8	9	323
YA Music CD (DYACD)	1	0	0	1
YA Nonfiction (DYANF)	12	0	0	12
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	18	1	0	19
Award Winner JBIO (RAJBIO)	0	1	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	24	1	26
Books on CD (RBKCD)	2	197	4	203
Books on Tape (RBKT)	2	37	0	39
Compact Disc (RCD)	11	407	8	426
Digital Audiobooks (RDA)	0	11	0	11
DVD (RDVD)	25	2825	9	2859
Equipment (REQP)	0	122	0	122
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	46	1	47
Fiction (RFIC)	42	1049	19	1110
Fiction New (RFICNEW)	19	431	14	464
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	3	160	0	163
Hanging Bag (RHANG)	0	13	0	13
ILL (RILL)	1	74	0	75
Internet (RINTER)	0	2056	0	2056
Juv. Audio book (RJAUDB)	1	23	2	26
Juv. Biography (RJBIO)	0	27	3	30
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	86	3	89
Juvenile Easy (RJE)	9	884	10	903
Juv. Easy Non-fiction (RJENF)	0	56	3	59
Juv. Easy Reader (RJER)	7	401	0	408
Juv. Fiction (RJFIC)	26	650	4	680
Juv. Magazine (RJMAG)	0	34	0	34
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	354	6	365
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	131	0	131
Large Print Fiction (RLPF)	12	222	1	235
Large Print Nonfic (RLPNF)	1	12	0	13
Magazine (RMAG)	1	497	9	507
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	4	10	0	14
Non-Fiction 100 (RNF100)	1	37	1	39
Non-Fiction 200 (RNF200)	1	22	0	23
Non-Fiction 300 (RNF300)	1	105	2	108
Non-Fiction 400 (RNF400)	1	10	1	12
Non-Fiction 500 (RNF500)	1	14	3	18
Non-Fiction 600 (RNF600)	21	236	6	263
Non-Fiction 700 (RNF700)	2	102	1	105
Non-Fiction 800 (RNF800)	1	12	1	14
Non-Fiction 900 (RNF900)	11	51	3	65
Nonfiction DVD (RNFDVD)	1	76	0	77
Nonfiction (RNFIC)	1	2	0	3
Nonfiction new (RNFNEW)	12	202	3	217
Nonfiction VHS (RNFVHS)	1	21	1	23
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	4	0	4
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	8	2	10
Software (RSWAR)	0	96	0	96
Vertical File (RVF)	1	4	0	5
VHS (RVHS)	1	86	0	87
YA Audio book (RYAUDB)	1	10	3	14
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	22	322	10	354
YA Music CD (RYACD)	0	165	4	169

YA Nonfiction (RYANF)	1	21	0	22
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	4	0	4
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	2	12	17
Books on CD (WBKCD)	11	13	129	153
Books on Tape (WBKT)	2	0	10	12
Compact Disc (WCD)	14	35	350	399
Digital Audiobooks (WDA)	0	0	8	8
DVD (WDVD)	11	16	1784	1811
Equipment (WEQP)	0	0	56	56
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	48	48
Fiction (WFIC)	50	28	510	588
Fiction Fantasy (WFICF)	1	0	16	17
Fiction Mystery (WFICM)	9	4	104	117
Fiction New (WFICNEW)	31	29	367	427
Fiction Science Fiction (WFICSF)	1	0	9	10
Fiction Western (WFICW)	0	1	3	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	25	25
Hanging Bags (WHANG)	0	0	11	11
ILL (WILL)	1	1	36	38
Internet (WINTER)	0	0	980	980
Juv. Audio book (WJAUDB)	0	6	17	23
Juv. Biography (WJBIO)	2	0	6	8
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	2	25	27
Juvenile Easy (WJE)	6	6	495	507
Juv. Easy Non-fiction (WJENF)	0	0	120	120
Juv. Easy Reader (WJER)	0	0	234	234
Juv. Fiction (WJFIC)	22	21	440	483
Juv. Magazine (WJMAG)	0	0	51	51
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	8	301	316
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	0	102	102
Large Print Fiction (WLPF)	19	9	112	140
Large Print Nonfic (WLPNF)	2	1	14	17
Magazine (WMAG)	1	0	379	380
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	3	0	14	17
Non-Fiction 200 (WNF200)	2	0	12	14
Non-Fiction 300 (WNF300)	5	2	33	40
Non-Fiction 400 (WNF400)	0	0	5	5
Non-Fiction 500 (WNF500)	3	0	27	30
Non-Fiction 600 (WNF600)	21	10	172	203
Non-Fiction 700 (WNF700)	13	0	70	83
Non-Fiction 800 (WNF800)	1	4	5	10
Non-Fiction 900 (WNF900)	5	3	48	56

Nonfiction DVD (WNFDVD)	0	2	71	73
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	11	3	75	89
Nonfiction VHS (WNFVHS)	0	0	6	6
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)				0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	2	70	72
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	4	147	151
YA Audio book (WYAUSB)	1	0	9	10
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	30	17	213	260
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	20	22
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	1	0	1	2
TOTAL	12259	12897	8062	33218

CIRCULATION BY HOLDINGS CODE
July 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	16	0	0	16
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	30	3	0	33
Award Winning non-fiction (AWNFI)	2	0	0	2
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	57	26	14	97
Books on CD (BKCD)	187	211	137	535
Books on Tape (BKT)	18	37	10	65
Compact Disc (CD)	314	461	359	1134
Digital Audiobooks (DA)	6	11	8	25
DVD (DVD)	1993	2858	1800	6651
Equipment (EQP)	143	122	56	321
See librarian (ERR)	0	0	0	0
Express Book (EXP)	48	46	49	143
Fiction (FIC)	1212	1125	552	2889
Fiction Fantasy (FICF)	33	4	16	53
Fiction Mystery (FICM)	156	8	107	271
Fiction New (FICNEW)	486	484	390	1360
Fiction Science Fiction (FICSF)	13	0	9	22
Fiction Western (FICW)	19	1	3	23

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	63	162	25	250
Hanging Bags (HANG)	22	13	11	46
ILL (ILL)	77	75	36	188
Internet (INTR)	1480	2056	980	4516
Juv. Audio book (JAUDB)	39	29	19	87
Juv. Biography (JBIO)	34	27	9	70
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	45	88	28	161
Juvenile Easy (JE)	832	895	511	2238
Juv. Easy Non-Fiction (JENF)	81	56	123	260
Juv. Easy Reader (JER)	430	405	245	1080
Juv. Fiction (JFIC)	763	693	456	1912
Juv. Holiday (JHOL)	25	0	0	25
Juv. Magazine (JMAG)	59	34	57	150
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	500	369	313	1182
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	2	0	2
Juv. Toddler (JTOD)	163	131	102	396
Large Print Fiction (LPF)	269	235	113	617
Large Print Nonfic (LPNF)	19	14	15	48
Magazine (MAG)	832	497	400	1729
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	14	10	5	29
Non-Fiction 100 (NF100)	25	39	17	81
Non-Fiction 200 (NF200)	38	24	14	76
Non-Fiction 300 (NF300)	80	111	37	228
Non-Fiction 400 (NF400)	7	10	6	23
Non-Fiction 500 (NF500)	53	14	37	104
Non-Fiction 600 (NF600)	289	253	192	734
Non-Fiction 700 (NF700)	185	104	72	361
Non-Fiction 800 (NF800)	39	18	12	69
Non-Fiction 900 (NF900)	115	56	58	229
Non-Fiction DVD (NFDVD)	76	78	72	226
Nonfiction (NFIC)	1	2	2	5
Nonfiction New (NFNEW)	168	216	83	467
Nonfiction VHS (NFVH)	22	22	7	51
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	1	0	6
Reference (REF)	73	83	39	195
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	12	8	2	22
Software (SWAR)	76	101	70	247
Vertical File (VF)	1	4	2	7

VHS	173	93	148	414
YA Audio book (YAUDB)	18	10	12	40
YA Biography (YAB)	2	1	1	4
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	358	347	232	937
YA Music CD (YACD)	1	165	4	170
YA Nonfiction (YANF)	14	22	20	56
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	19	5	1	25
				0
Free reads	277	332	147	756
Games/Puzzles	0	34	1	35
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12609	13341	8249	34199

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2532	2240	1387	6159
Nonfiction	1253	1063	641	2957
CHILDREN'S BOOKS				
Fiction	2234	2127	1314	5675
Nonfiction	647	455	445	1547
YA BOOKS				
Fiction	422	509	257	1188
Nonfiction	16	23	21	60
Magazines, Adult	832	497	400	1729
Magazines, Children	59	34	57	150
Sound Recordings, adult	543	730	529	1802
Sound Recordings, ch	107	295	62	464
Online databases	0	0	0	0
Software	76	101	70	247
Vertical file	1	4	2	7
VHS/DVD	2264	3051	2027	7342
Equipment	143	122	56	321
Total	11129	11251	7268	29648
A-V Circulation	2990	4177	2688	9855
A-V Circulation as % of total	26.9%	37.1%	37.0%	33.2%

July 2010

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	

ADULT BOOKS

CHILDREN'S BKS

YA BOOKS

Magazines,Adult

Magazines, Child	59	34	57	150
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Games. Toys	0
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Sound Rec/Adult	20	0	543	15	1	730	26	0	529	1,802
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Sound Rec/Child	5	0	107	8	0	295	2	0	62	464
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[illegible]

Software	1	0	76	7	3	101	5	0	70	247
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Software	0	0	10	7	101	0	0	10	117
Vertical Files	0	0	1	0	0	4	0	0	7

Vertical Files	0	0	1	0	0	0	0	0	0
VHS/DVD	23	1	2 264	87	10	3 051	67	1	2 027

VHS/DVD	20	1	2,404	37	10	3,531	37	1	2,321	1,342
Equipment			143			122			56	

EQUIPMENT										
TOTAL	314	234	11,129	456	250	11,251	425	24	7,368	29,648

TOTAL	514	254	11,129	450	250	11,281	425	24	1,208	23,078
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END OF MONTH.	DEMOTTE	PENSSELAER	WHEATFIELD
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END OF MONTH:	DEMOTTE	KENSSELLAEK	WHEATFIELD
Total Materials Owned	70,455	60,233	16,677

Circulation Increase/Decrease	7.5%	12.1%	12.2%
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Circulation Increase/Decrease	-7.5%	-12.1%	-13.2%
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MONTHLY SYSTEM STATISTICS	2009	2010	% change
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	2009	2010	% change
MONTHLY SYSTEM STATISTICS			
Current month's Circulation	33,109	29,648	10.7%

Current month's circulation	33,199	29,048	-10.7 %
Jan. to date circulation	213,771	202,270	5.4%

Jan. to date circulation	213,771	202,219	-5.4%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
19,457	19,514	11,422	11,453	12,964	13,081
18,192	18,209	19,672	19,671	9,973	10,001
					Fiction
					Nonfiction
CHILDREN'S BKS					
13,648	13,549	11,172	11,170	9,364	9,429
8,880	8,930	6,034	6,061	5,202	5,276
					Fiction
					Nonfiction
YA BOOKS					
2,368	2,372	2,320	2,365	1,944	1,959
492	495	695	698	183	186
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,784	2,804	3,314	3,328	3,122	3,148 Sound Rec/Adult
618	623	450	458	634	636 Sound Rec/Child
25	25	16	16	1	1 Online Databases
351	352	350	354	176	181 Software
3	3				Vertical Files
3,439	3,461	4,420	4,497	2,656	2,722 VHS/DVD
118	118	142	142	57	57 Equipment
70,375	70,455	60,027	60,233	46,276	46,677 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

July 2010

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	203	44	233	50	358	78	794	172
LOCAL HISTORY								
In person	4	1	43	12	7	2	54	15
Letters written	1	1	5	5	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1480	62	2056	86	980	41	4516	188
Computer software used	192	16	104	9	72	6	368	31
VCR Use	0	0	0	0	0	0	0	0
Microforms	5	1	5	1		0	10	1
CD ROM/Online databases	106	9	396	33	179	15	681	57
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	1	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	31	31	11	7		0	42	28
Notarized documents	11	3	10	3	4	1	25	6
Meeting Room Use (no. of group)	27	9	49	16	60	20	136	45
Study room use	15	1	32	3	30	3	77	6
Proctoring	0	0	2	1	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	86		405		230		721	
WIRELESS USE via patron owned pcs	161		233		126		520	
SELF-CHECKOUT USE	350		1340		822		2512	
INTERLIBRARY LOANS								
Requests made for:	90	23	82	21	35	9	207	52
Items rec'd for:	73	37	79	40	39	20	191	96
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8504	8517	4733	21754
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	411	422	94	927
Number of New Patrons Added	48	66	28	
Number of Patron Cards Expired	1	0	2	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	2	12	0	0	2	12
Children's Programs (0-13)	3	18	11	66	5	30	19	114
Number attending	166		134		109		409	
YA Programs (14-17)	3	18	3	18	2	12	8	48
Number attending	55		37		56		148	
Adult Programs	2	12	1	6	3	18	6	36
Number attending	197		95		30		322	
Senior Citizen Programs	7	42	6	36	2	12	15	90
Number attending	64		74		23		161	
Total Number of Programs	15	90	23	138	12	72	50	300
Total Persons Attending	482		340		218		1040	
Total Attending Same Month Last	376		538		175		1089	
Total Staff Hours Spent		326		424		265	1015	1005
Total Number of In-House Program	11		20		12		43	
Total Attendance	446		300		218		964	
Total Number of Outreach Program	4		3		0		7	
Total Attendance	36		40		0		76	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7610	68.8%	7070	63.1%	4363	60.3%	19043	64.6%
Corporate	0	0.0%	75	0.7%	0	0.0%	75	0.3%
Juvenile 0-11	444	4.0%	437	3.9%	277	3.8%	1158	3.9%
Juvenile-AV	1490	13.5%	1711	15.3%	1332	18.4%	4533	15.4%
Nonresident No Fee	62	0.6%	95	0.8%	187	2.6%	344	1.2%
Nonresident Fee	0	0.0%	9	0.1%	0	0.0%	9	0.0%
PLAC (state library card)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Adult	434	3.9%	336	3.0%	81	1.1%	851	2.9%
Reciprocal Juvenile	7	0.1%	2	0.0%	0	0.0%	9	0.0%
Reciprocal Juvenile AV	7	0.1%	18	0.2%	0	0.0%	25	0.1%
Reciprocal YA	44	0.4%	0	0.0%	0	0.0%	44	0.1%
Reciprocal YA AV	0	0.0%	2	0.0%	15	0.2%	17	0.1%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	11	0.1%	0	0.0%	11	0.0%
Staff	421	3.8%	821	7.3%	645	8.9%	1887	6.4%
Walking books	71	0.6%	68	0.6%	0	0.0%	139	0.5%
YA 12-17	79	0.7%	116	1.0%	35	0.5%	230	3.8%
YA-AV	387	3.5%	433	3.9%	295	4.1%	1115	3.8%
Total	11056		11207		7230		29493	
 All items borrowed by nonresidents	 554	 5.0%	 476	 4.2%	 283	 3.9%	 1313	 4.5%

Walking Books Policy

Our Walking Books Service is available to residents of the Jasper County Public Library service district who are homebound, either on a permanent or temporary basis. Delivery may be door to door at the discretion of the library.

Books, magazines, audiobooks, and CDs will circulate for 6 weeks, with one renewal of three weeks when necessary. Entertainment VHS and DVDs check out for one week, with renewals as needed.

Patrons are not charged overdue fines

Patrons are expected to be appropriately attired when receiving library services and behave in a manner that is in keeping with the Library Behavior Policy.

4/98; revised 3/04; reviewed 2/06; revised 8/10

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower our diverse community.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

No one may sell, trade, or solicit on Library property and no admission fees may be charged or collected, *except in conjunction with a library-sponsored program/event (prior approval is required).*

Meeting rooms may not be used for

- ~~▪ sale or promotion of products or services, except in conjunction with a library program. Names of participants cannot be collected by program presenters for later financial gain. (applies to regular and social use of the room)~~
- ~~▪ fund raising functions unless sponsored by the library or a library group~~

~~No admission charge may be made for any function held in the library. Membership dues and/or registration fees covering the cost of materials or speakers are acceptable. Tickets may not be sold nor donations or free will offerings taken.~~

The individual reserving and assuming responsibility for the room must be a resident of the Jasper County Public Library district who is a library card holder in good standing. Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies.

The Board of Trustees reserves the right to make a final decision if questions

arise concerning use of the libraries.

101

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply co-sponsorship of the event or Library endorsement of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make this clear.

102

Room Charges

There is no charge for single or monthly meetings or programs except for private social gatherings. Use of a meeting room is subject to the approval of the Director or Agency Head. The Library Board of Trustees is the sole arbiter of any questions relating to the use of a meeting room.

Donations to the library's gift fund are accepted with pleasure.

The meeting rooms may be rented for private social gatherings. The cost is \$50.00 plus a \$100 security deposit, payable prior to the scheduled event. The security deposit is forfeited if the room is not left in good condition.

Smoking and Drinking

Smoking is not permitted in any part of the library. Use of alcoholic beverages is prohibited on all library property.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; revised 8/10

Informational Legal Memo



R14

TO: Indiana Public Libraries
FROM: Indiana State Library
RE: Legal Compliance with the Americans with Disabilities Act
DATE: June 1, 2010

It is fairly widely known that, except under certain conditions, public libraries must make reasonable modification in policies, practices, or procedures when such modifications are necessary in order to avoid discrimination on the basis of a disability.

However, did you know that the Americans with Disabilities Act (ADA) requires libraries to make information available regarding the applicability of the ADA to library programs, services, and activities. Such information shall be made available to all affected or interested persons in a manner the library Director and/or board deems most effective.

Additionally, Library systems that have 50 or more employees district wide must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA. At least one employee must be designated to coordinate the library's efforts to comply with and carry out its obligations with regard to ADA complaints. For libraries with multiple branches, it might be best to have one person designated per branch.

Resources for more information regarding the ADA:

- ADA Title II Technical Assistance Manual found at <http://www.ada.gov/taman2.html>.
- Also see 28 C.F.R. Part 35 at <http://www.ed.gov/policy/rights/reg/ocr/edlite-28cfr35.html> for more information on ADA requirements.
- The ADA home web page is <http://www.ada.gov/>

JCPL FINANCIAL STATEMENT

F1

July 31, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$167,980.22	\$1,102,003.39	\$71,819.83	\$1,009,256.68	\$528,444.02
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$30.00	\$50.00	\$50.00	\$50.00
Gift Fund	\$7,026.05	\$1,894.72	\$9,707.61	\$270.00	\$8,183.41	\$5,501.85
DeMotte	\$1,410.73	\$325.13	\$3,137.73	\$0.00	\$3,111.25	\$1,384.25
Rensselaer	\$3,435.04	\$1,432.79	\$4,999.92	\$70.00	\$3,628.89	\$2,064.01
Wheatfield	\$2,180.28	\$136.80	\$1,569.96	\$200.00	\$1,443.27	\$2,053.59
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$129.91	\$1,002.14	\$184,627.07
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$159,426.25	\$320,378.75	\$0.00	\$171,688.75	\$3,038.45
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$0.00	\$1,615.00	\$0.00	\$225,904.47	\$317,890.37
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$1,060.00	\$7,420.00	\$0.00	\$0.00	\$2,691.97
Capital Projects Fund	\$776,883.86	\$1,589.50	\$1,987.43	\$311.86	\$137,134.34	\$912,030.77
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$4,530.78	\$163,053.93
Sales Tax	\$18.35	\$0.00	\$18.16	\$1.19	\$14.91	\$15.10
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$73.13	\$526.57	\$184,024.11
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,904.72	\$46,980.50	\$6,904.72	\$46,980.50	\$0.00
FICA Tax Collected	\$0.00	\$6,676.13	\$46,202.39	\$6,676.13	\$46,202.39	\$0.00
State Tax Collected	\$3,378.33	\$3,347.75	\$23,013.39	\$3,333.52	\$22,968.58	\$3,333.52
County Tax Collected	\$2,289.85	\$2,430.98	\$16,407.50	\$2,320.36	\$16,438.06	\$2,320.41
Deferred Comp.	\$0.00	\$2,520.00	\$17,640.00	\$2,520.00	\$17,640.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,966.46	\$20,454.31	\$2,979.87	\$20,428.87	(\$0.02)
Employee Life Insur.	\$0.00	\$135.16	\$924.96	\$135.16	\$924.96	\$0.00
Employee P.E.R.F.	\$6,547.40	\$6,652.17	\$19,646.41	\$2,214.46	\$15,313.47	\$2,214.46
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$28,867.28	\$0.00	\$28,867.28	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$363,584.06	\$1,696,731.78	\$99,740.14	\$1,774,056.16	\$2,309,446.01

Bank Balances
Jasper County Public Library
Report as of: 7/30/2010

<i>Bank</i>		
1	Alliance Bank	\$1,433,887.20
2	Demotte State Bank	\$6,697.63
3	Alliance Bank-LIRF Acct	\$184,627.07
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$184,024.11
7	Rensselaer Banking Ctr CD#400041737	\$500,000.00
8		
9		
10		
11		
<i>Total all banks =</i>		<i>\$2,309,446.01</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/2010 To 7/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$33,041.67	\$23,680.33	58.3
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$80,283.09	\$555,332.02	\$419,767.98	57.0
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,239.42	\$36,007.79	\$30,194.21	54.4
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,676.13	\$46,202.39	\$37,796.61	55.0
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$810.97	\$3,589.44	\$3,133.56	53.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$17,426.26	\$51,445.86	\$18,060.14	74.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,838.47	\$47,011.46	\$47,238.54	49.9
Subtotal	\$1,352,502.00		\$1,352,502.00	\$122,001.14	\$772,630.63	\$579,871.37	57.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$0.00	\$319.29	(\$49.29)	118.3
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$257.50	\$257.50	\$42.50	85.8
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$72.20	\$2,864.94	\$8,135.06	26.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$348.41	\$2,638.01	\$3,361.99	44.0
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$412.60	\$2,759.91	\$2,240.09	55.2
2.3 REPAIR & MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$111.48	\$584.64	\$415.36	58.5
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$9.49	\$33.44	\$166.56	16.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$0.00	\$481.82	\$68.18	87.6
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$996.80	\$6,247.24	\$6,752.76	48.1
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$37,420.00		\$37,420.00	\$2,208.48	\$16,186.79	\$21,233.21	43.3
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$450.00	\$3,106.33	\$3,310.67	48.4
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$444.86	\$2,478.81	\$1,721.19	59.0
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$511.02	\$4,488.98	10.2
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,137.30	\$9,769.04	\$11,230.96	46.5
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$447.56	\$3,965.86	\$4,034.14	49.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$134.83	\$956.08	\$843.92	53.1
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$103.72	\$499.00	\$601.00	45.4
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$704.69	\$744.69	\$155.31	82.7
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$150.00	\$150.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	(\$150.00)	\$23,364.00	\$2,636.00	89.9
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$388.95	\$12,285.26	\$37,714.74	24.6
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$6,397.54	\$37,083.80	\$32,916.20	53.0
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$141.00	\$734.85	\$1,265.15	36.7
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$369.62	\$2,626.45	\$2,123.55	55.3
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$14,082.30	\$42,033.02	\$10,091.08	80.6
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$352.75	\$961.89	(\$61.89)	106.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$195.65	\$54.35	78.3
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$279.50	\$2,120.50	11.6
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$128.44	\$228.44	\$54.90	\$180.33	\$48.11	78.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$7,002.87	\$41,952.87	\$40,892.13	50.6
Subtotal	\$383,114.00	\$195.54	\$383,309.54	\$32,222.84	\$185,266.45	\$198,043.09	48.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$0.00	\$8,601.15	\$4,148.85	67.5
4.51 BOOKS	\$142,210.00	\$0.00	\$142,210.00	\$9,722.61	\$72,064.78	\$70,145.22	50.7
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$224.15	\$12,561.75	\$8,570.25	59.4
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$1,601.00	\$34,691.84	\$43,408.16	44.4
Subtotal	\$254,192.00		\$254,192.00	\$11,547.76	\$127,919.52	\$126,272.48	50.3
Grand Total	\$2,027,228.00	\$195.54	\$2,027,423.54	\$167,980.22	\$1,102,003.39	\$925,420.15	54.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd 2/12/10 Found-Refunded A/P #188
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Lost Bk Pd 1/19/10 Found-Refund A/P #443
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.00	Lost Mag Pd 3/29/10 Found-Refund A/P #418
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 3/12/10 Found-Refund A/P #572
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.95	Lost Bk Pd 3/6/10 Found-Refund A/P #569
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Lost Bk Pd 6/28/10 Found-Refund A/P #566
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 2/2/10 Found-Refund A/P #608
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$195.54
130	\$24,730.50

Voucher List
Jasper County Public Library

Report Date: From 7/1/2010 To 7/30/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29555	554	TOWN OF WHEATFIELD SEW	7/9/2010	Sewer Service-July @ Wh. Lib	\$56.65
29556	555	ACE HARDWARE	7/12/2010	Weed Killers, nuts/bolts/nails, paint, caulk, drill bits	\$68.71
29557	556	ANGELA BARTON	7/12/2010	Mileage: Books2Bridge Mtg; Teen Summer Rdg Exp.	\$51.77
29634	557	BAKER & TAYLOR	7/12/2010	Books, Continuations, AV, Auto Your Series	\$7,230.87
29559	558	BAKER & TAYLOR ENTERTAIN	7/12/2010	DVD	\$10.69
29560	559	BANK OF NEW YORK MELLON	7/12/2010	Annual Fee as Paying Agent and Registrar	\$630.00
29561	560	BLUETARP FINANCIAL, INC	7/12/2010	Screws, Threadlocker, shelf supports, weatherstripper, caulking, weed killer, clear geocel	\$43.14
29562	561	BRIAN ORBAN	7/12/2010	Setup Irrigation System @ Wh. Lib.	\$220.00
29563	562	CAMPBELL PRINTING COMPA	7/12/2010	Letterhead Stationery & Imprinted Envelopes; YA rubber stamp	\$274.50
29564	563	CAPITAL ONE BANK (USA), NA	7/12/2010	DVDs, Mtg Expenses, ch. Crafts, Summer Rdg Prizes	\$535.09
29565	564	CARRIAGE PAPER PRODUCT	7/12/2010	Receipt Printer rolls & ribbons	\$311.51
29566	565	CIRCLE R ELECTRIC, INC.	7/12/2010	Check A/C Surge Protectors; complete telephone grounding work for circuit replacement for DeM & Wh. Lib	\$234.53
29567	566	CLEVELAND PUBLIC LIBRARY	7/12/2010	Lost ILL Book - patron reimbursed (Gustafson)	\$10.00
29568	567	COUNTRYSIDE LANDSCAPIN	7/12/2010	Mulch - DeMotte	\$170.00
29569	568	CULLIGAN OF KOUTS	7/12/2010	Water Cooler Rental & Water-July (Whtfld)	\$67.45
29570	569	DANIEL CRIM	7/12/2010	Lost pd Book ret'd	\$15.95
29571	570	DAVIDSON TITLES INC.	7/12/2010	Books	\$1,566.45
29572	571	DIANA KOOY	7/12/2010	Gift Cards-Staff 5 yr Anniversaries	\$20.00
29573	572	ELIZABETH HERNANDEZ	7/12/2010	Lost pd book returned	\$14.95
29574	573	EDUCATION NETWORKS OF A	7/12/2010	Internet Service-June 2010	\$1,110.00
29575	574	EVELYN BRISTOL	7/12/2010	Picture frame craft - DeM. Ch.	\$42.74
29576	575	FASE'S WATER TREATMENT	7/12/2010	Redout - DeM. Lib	\$120.00
29577	576	FLEX-PAC INC	7/12/2010	Vacuum Switch Windsor XP Sensor (Wh.), glass cleaner	\$110.56
29578	577	BRENT HOFFMAN	7/12/2010	Lawn Mowing, Spring Cleanup, trim bushes, weeding-April, May, June (Rens, DeM, Wh.)	\$1,035.00
29579	578	GA FOODS GROUP	7/12/2010	Director's Mtg & Teen Summer Rdg Program Expenses	\$41.56
29580	579	GAIL EVANS	7/12/2010	Parking - Budget Mtg; Mileage: Budget Mtg, Bank Deposits, Post Office, buy phone battery, auditor's office, etc.	\$137.25
29581	580	GALE	7/12/2010	Newsmakers, Country & World Leaders Series, Books	\$704.47
29582	581	GOODWIN FIRE EQUIPMENT, I	7/12/2010	Fire Extinguisher inspection & maintenance-Rens & Wh. Lib.	\$352.75
29583	582	HENSLEY SEAL COATING	7/12/2010	Parking Lot Sealing & Striping, hot rubber - fill cracks - Rens & DeM.	\$3,464.28
29584	583	HIGHSMITH CO. INC.	7/12/2010	3-Presentation Stands (laptop & Overhead uses)	\$986.05
29585	584	INDIANA DEPT. OF WORKFOR	7/12/2010	Unemployment Compensation Ins, 2nd Qtr 2010	\$810.97
29586	585	INDIANA LIBRARY FEDERATIO	7/12/2010	Marketing Div. Seminar, 8/11/10 - P. Stringfellow	\$45.00
29587	586	INFORMATION TODAY, INC.	7/12/2010	Internet Librarian 2010 Conference, 10/25-27/2010 - S. Maxwell	\$289.00
29588	587	INTELLIGENT CLEANING SYS	7/12/2010	Paper Towels, Hand Towels, Jumbo TP	\$208.46
29589	588	JAN WAY COMPANY	7/12/2010	Imprinted Marketing/Advertising for Stadium Cups, Key Ring Purse, Table Runner, Scratch Pads	\$1,163.00
29590	589	KANKAKEE VALLEY PUBLISHI	7/12/2010	CPF Notice of Adoption Legal Ad-KV Post & Rens Rep.	\$103.72
29591	590	KIM DELGER	7/12/2010	Book Discussion Prog Expenses-DeM. Lib.	\$70.00
29592	591	KIRBY RISK CORPORATION	7/12/2010	Ballasts-2 (display case)	\$128.88
29593	592	LANDMARK AUDIOBOOKS	7/12/2010	Audiobooks	\$741.60
29594	593	LIBRARY VIDEO COMPANY	7/12/2010	DVD	\$29.95

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29595	594	LINDA POORTENGA	7/12/2010	Milroy Open House Expense, Beads (program); mileage: Bk2Bridge, Lib Council, Genealogy Wkshp, IN Humanities Mtg, Mgmt Mtg	\$184.02
29596	595	MELISSA J. WIDNER	7/12/2010	Dubber (DVD-RS)	\$18.97
29597	596	MIDWEST TAPE	7/12/2010	DVDs	\$42.97
29598	597	NANETTE SPEACHT	7/12/2010	DVD - The Shield seasons (7)	\$79.99
29599	598	NFPA	7/12/2010	National Electrical Code Bks	\$263.95
29600	599	NORTHWESTERN INDIANA TE	7/12/2010	Local phones-July	\$171.17
29601	600	OFFICE DEPOT	7/12/2010	Copy Paper, Inkjet Cartridges, Envelopes, labels, flash drive	\$235.86
29602	601	PATTY STRINGFELLOW	7/12/2010	Mileage: Director's Mtg, Bk Discussion, Grant Mtg, Lib. Council Mtg.	\$87.00
29603	602	PEGGY WOODS	7/12/2010	Mileage: Return DVDs, AV & Bk shopping trips	\$8.75
29604	603	POPULAR SUBSCRIPTION SE	7/12/2010	Magazine subscriptions	\$126.15
29605	604	PRECISION GLASS	7/12/2010	Window repair/replacements-DeM. Lib.	\$1,953.02
29606	605	PUBLIC EMPLOYEES' RETIRE	7/12/2010	2nd Qtr PERF employer & employee contributions	\$24,078.43
29607	606	RACHAEL CAVINDER	7/12/2010	Mileage: Bank Deposits, Mgmt Mtg, Summer Rdg shopping trip	\$49.00
29608	607	FASE-KALUF TV & APPLIANCE	7/12/2010	Cordless Phone battery (DeM)	\$19.99
29609	608	REBECCA CRUM	7/12/2010	Ret'd Lost Pd Book	\$14.00
29610	609	REGENT BOOK CO., INC.	7/12/2010	BH&G Kitchen & Bath Ideas Bk	\$13.62
29611	610	RMC IMAGING, INC	7/12/2010	Annual ST-200 Scanner Mrtnce/Software Support @ R&D	\$1,589.50
29612	611	ROEING CORPORATION	7/12/2010	3rd Qtr Installment of Service Contract #10492	\$6,750.00
29613	612	SIMPLEXGRINNELL LP	7/12/2010	Reprogram Auto Dialer @ Rens. Lib	\$418.50
29614	613	SMITH TRUE VALUE FARM ST	7/12/2010	Stump Remover, Weed & Grass Killer, Concrete Splash Pads	\$31.96
29615	614	STANDARD & POOR'S CORP.	7/12/2010	S&P Outlook Guide Subscription	\$223.50
29616	615	SUSAN E. FOWLER	7/12/2010	Ch. Summer Rdg Prog Presenter @ DeM., 6/7/10	\$450.00
29617	616	TODD W. LUKE	7/12/2010	Acrylic Corner Guards- DeM.	\$8.34
29618	617	TOWN & COUNTRY CONSTRU	7/12/2010	Crack fill, seal coat & stripe Whrtfld Parking Lot	\$4,304.00
29619	618	UNIQUE MANAGEMENT SERVI	7/12/2010	Collections: June Initial & Secondary Placements	\$202.87
29620	619	VISION SERVICE PLAN- (IN)	7/12/2010	Vision Premium - 19 employees (July 2010)	\$200.92
29621	620	WAL-MART COMMUNITY/GEM	7/12/2010	DVDs, Prog Supplies, blank CD-RWs, summer rdg prizes, cleaning supplies, labeler tape refill	\$814.72
29622	621	YVONNE DEL VECCHIO	7/12/2010	Mileage: Walking Bks, Deliver Community Connection newsletters, etc.-May & June	\$37.30
0	622	M W INSURANCE AGENCY	7/12/2010	Correct Entry (See A/P #121, 2/8/2010). Treasurer & Asst Treasurer Bonds 2010.	\$0.00
29623	623	ALLIED WASTE SERVICES #71	7/9/2010	Trash Service-July 2010 @ Wh. Lib	\$60.07
29624	624	ANTHEM BLUE CROSS BLUE	7/9/2010	July Health Insurance Premium-19 employees	\$9,529.69
29625	625	BANK OF NEW YORK MELLON	7/9/2010	2004 Bond Payment	\$158,796.25
29626	626	GREAT-WEST RETIREMENT S	7/9/2010	Annuity Savings w/held from 9 July 10 payroll - 7 participants	\$1,260.00
0	627	INDIANA DEPARTMENT OF RE	7/9/2010	State & County Taxes w/held 9 July 10 Payroll, ref #80562, Verif Code #43	\$5,778.73
0	628	IRS USA TAXPAYMENT	7/9/2010	EFT - FICA & Federal Tax w/held from 9 July 10 Payrolls - Ref #00267246	\$10,060.05
29627	629	JOSEPH ZELLON	7/9/2010	Courier Mileage, 6/16-6/30/2010	\$330.00
29628	630	OED OFFICE OF ENERGY & D	7/9/2010	3rd Qtr Payment, 2010 - PFEED Loan of 2002	\$2,402.97
29629	631	TOWN OF DEMOTTE	7/9/2010	July Sewer Fee @ DeM. Lib	\$68.42
29630	632	WASTE MANAGEMENT	7/9/2010	July Trash Pickup @ DeM	\$50.00
29631	633	CENTURYLINK	7/9/2010	Local Telephone service, July 2010-Rens.	\$155.04
29632	634	NIPSCO	7/9/2010	Wheatfield Utilites 6/1-7/1/10	\$1,657.82
29633	635	KV POST NEWS	7/9/2010	KV Post for Rens. 7/22/10-7/22/11	\$49.00
29635	636	KV POST NEWS	7/9/2010	Newspaper Subsc-Wh. 7/25/10-7/25/11	\$49.00
0	637	PAYROLL	7/9/2010	PAYROLL	\$44,925.55

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29636	638	BRENT HOFFMAN	7/19/2010	Lawn Services - April, May, June 2010	\$1,035.00
29578	639	BRENT HOFFMAN	7/19/2010	Lawn Mowing Services, April, May, June 2010 - STOP PAYMENT on LOST CHECK	(\$1,035.00)
29637	640	AFLAC	7/23/2010	Supplemental Ins. Premium-Woods, B.Thompson, Molenaar -July, 2010	\$209.48
29638	641	CENTURYLINK	7/23/2010	Wheatfield Local Phones, July 2010	\$69.41
29639	642	CENTURYLINK	7/23/2010	Long Distance Calls, 6/8-6/30/10	\$47.97
29640	643	CITY OF RENSSELAER	7/23/2010	Rens. Utilities, 6/9-7/8/10	\$2,814.29
29641	644	GREAT-WEST RETIREMENT S	7/23/2010	Annuity w/held from 23JUL10 Payroll-7 participants	\$1,260.00
0	645	IRS USA TAXPAYMENT	7/26/2010	FICA & FED Taxes w/held 23 JUL 10 Payroll, Ref #00706957	\$10,196.93
29642	646	JOSEPH ZELLON	7/23/2010	Courier Mileage, 7/1-7/15/10	\$300.00
29643	647	NIPSCO	7/23/2010	DeM. Utilities, 6/7-7/8/10	\$2,582.36
29644	648	QWEST	7/23/2010	Long Distance Service-Rens,DeM, Wh. 6/29-6/30/10	\$1.27
0	649	PAYROLL	7/23/2010	PAYROLL	\$45,323.76
Total Amount of Claims					\$363,584.06

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, July 30, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$363,584.06

Date this 9th day of August, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

July 31, 2010

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
ES & FEES:			\$2,803.74	\$19,974.31
DeMotte	\$881.86	\$6,706.94		
Rensselaer	\$1,092.86	\$7,765.84		
Wheatfield	\$829.02	\$5,501.53		
PHOTOCOPIES:			\$687.20	\$5,675.01
DeMotte	\$289.25	\$2,200.05		
Rensselaer	\$247.80	\$2,336.19		
Wheatfield	\$150.15	\$1,138.77		
INTEREST:			\$836.14	\$5,119.90
Checking/Repurchase/Savings/CD's	\$836.14	\$5,119.90		
TAXES:			\$67,330.08	\$977,169.41
Property Tax	\$0.00	\$477,294.30		
LOIT	\$11,453.67	\$80,175.69		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$817.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,115.20		
Local Option/Certified Shares	\$48,552.58	\$339,868.06		
Local Option/Property Tax Repl.	\$7,323.83	\$73,898.66		
TAXABLE SALES:-			\$16.67	\$70.88
REFUNDS:			\$146.00	\$1,247.17
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$401.17		
Meeting Room Rental	\$50.00	\$250.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$500.00		
Miscellaneous Receipts	\$96.00	\$96.00		
TOTAL OPERATING FUND RECEIPTS.....			\$71,819.83	\$1,009,256.68
PLAC FUND:-			\$50.00	\$50.00
GIFT FUNDS:			\$270.00	\$8,183.41
DeMotte	\$0.00	\$3,111.25		
Rensselaer	\$70.00	\$3,628.89		
Wheatfield	\$200.00	\$1,443.27		
LIB. IMPROV. RESERVE FUND:			\$129.91	\$1,002.14
Interest Earned	\$129.91	\$1,002.14		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$171,688.75
Property Tax	\$0.00	\$169,875.84		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$234.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,578.41		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$311.86	\$137,134.34
Interest Earned	\$311.86	\$2,539.17		
Property Tax	\$0.00	\$133,174.28		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$183.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,237.39		
ST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$4,530.78
SALES TAX:-			\$1.19	\$14.91
CONSTRUCTION FUND: (Interest Earned)-			\$73.13	\$526.57
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)-			\$72,655.92	\$1,558,292.05

WITHHOLDING ACCOUNT FUNDS:

			\$27,084.22	\$215,764.11
FIT Tax Collected	\$6,904.72	\$46,980.50		
FICA Collected	\$6,676.13	\$46,202.39		
State Tax Collected	\$3,333.52	\$22,968.58		
County Tax Collected	\$2,320.36	\$16,438.06		
Deferred Comp Plan	\$2,520.00	\$17,640.00		
Pre-tax Insurance Plans	\$2,979.87	\$20,428.87		
Life Insurance	\$135.16	\$924.96		
PERF	\$2,214.46	\$15,313.47		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$28,867.28		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$99,740.14	\$1,774,056.16

Voucher List
Jasper County Public Library

Report Date: From 8/1/2010 To 8/26/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29645	650	ACADEMIC SOFTWARE	8/9/2010	Kid's Science software DVD set	\$56.95
29646	651	ACE HARDWARE	8/9/2010	Geocache Container-DeM.	\$8.59
29647	652	ACP DIRECT	8/9/2010	Epson Printer Cartridges	\$106.00
29648	653	ANGELA BARTON	8/9/2010	Mileage: Mgmt Mtg & Book Vendor Visit	\$44.00
29649	654	BIERMA HARDWARE, INC.	8/9/2010	Flea Powder, screw eye, toilet part	\$15.56
29650	655	BAKER & TAYLOR	8/9/2010	Books, Continuations (Standing Orders), Gift Books, DVDs, Shipping	\$15,183.30
29651	656	BLOOMFIELD CORPORATION	8/9/2010	A/C repairs (coil froze up) - Whetfild Lib.	\$303.00
29652	657	BRENT HOFFMAN	8/9/2010	Lawn Mowing, trim bushes - July 2010	\$240.00
29653	658	CAPITAL ONE BANK (USA), NA	8/9/2010	Mtg Expense, mag. subsc, guest registers, scrapbook & jewelry prog supply, teen volunteer pty, DVDs, library supplies	\$397.22
29654	659	CMS, INC.	8/9/2010	Software Tech. Support, Mtnce, Licenses-2010	\$1,238.83
29655	660	COUNTRYSIDE LANDSCAPIN	8/9/2010	Delivery fee for Mulch on 6/7/10.	\$20.00
29656	661	CULLIGAN OF KOUTS	8/9/2010	Water & Cooler Rental-Aug.-Wh. Lib.	\$61.20
29657	662	DANIELLE BOKODI	8/9/2010	Refunded for Pd lost book-found	\$25.95
29658	663	DAVIDSON TITLES INC.	8/9/2010	Books	\$307.27
29659	664	DEBORAH KRISTOFF	8/9/2010	Courier Mileage-July 26-30	\$150.00
29660	665	DEMCO	8/9/2010	Defective headphone credit, End-stack Arch sign, Book Tape, Polyfit book jackets	\$547.24
29661	666	DEMOTTE DECORATIVE STO	8/9/2010	3 yds Red Mulch @ DeM.	\$119.00
29662	667	DEX	8/9/2010	Yellow/White Page Library Listing-Qtly 4th pymt 2010	\$85.50
29663	668	DIANA KOOY	8/9/2010	Mileage: Bank Deposits, Bk Salesman visit, Lib Council Mtg, Counterparts Mtg, deliver water samples, Database Committee Mtg, etc.	\$117.00
29664	669	DIANE OPOLSKI	8/9/2010	Assorted DVDs	\$80.95
29665	670	DUCKWALL-ALCO STORES, IN	8/9/2010	Foam Cups/bowls (Summer Rdg ProgSupplies)-DeM; Ch. Supply/Expenses, Thank you notes, Tumblers - Whetfild,	\$33.61
29719	671	EDUCATION NETWORKS OF A	8/9/2010	Internet Connection & Prioritization-July 2010; Correct A/P from Oper. Fund (Jan-June Invoices) to CPF	\$765.00
29667	672	EVELYN BRISTOL	8/9/2010	Book for Buck Cash Prizes & Grand Prize - Teen Prog @ DeM.	\$100.00
29668	673	FASE'S WATER TREATMENT	8/9/2010	Redout - DeM. Lib.	\$72.00
29669	674	FINDAWAY WORLD, LLC	8/9/2010	50-Earbuds for patron purchase	\$44.44
29670	675	FLEX-PAC INC	8/9/2010	Cleaning Supplies: Foam soap, kleenex, glass clnr, trash liners, toilet bowl clnrs & deodorizers; vacuum part	\$724.24
29671	676	GA FOODS GROUP	8/9/2010	Tues Movie treats, Milroy Anniv Open House Expenses, Make It-Take It Prog Expense @ Rens. Lib.	\$25.94
29672	677	GAIL EVANS	8/9/2010	Mileage: Bank Deposits/banking, ILL packages, buy Copy Paper, Mgmt Mtgs	\$43.85
29673	678	GALE	8/9/2010	Books, Continuations: Ency/Associations	\$2,711.21
29674	679	GAYLORD BROS.	8/9/2010	Microfilm Cabinet (Rens); Newbery Classif Labels	\$1,496.10
29675	680	GOODWIN FIRE EQUIPMENT, I	8/9/2010	Fire Extinguisher repairs-DeM.	\$249.50
29676	681	HAINES & COMPANY, INC.	8/9/2010	Annual Northwest Indiana Directories-R&D	\$691.00
29677	682	INDIANA HISTORICAL SOC.	8/9/2010	Shipping for Books on Inv #391 & 392	\$9.00
29678	683	INDIANA LIBRARY FEDERATIO	8/9/2010	CYPD Registration-Barton, Bristol, Cavinder, DeVries	\$800.00
29679	684	INSPIRATIONAL DISTRIBUTOR	8/9/2010	Christian Bks	\$12.36
29680	685	INTELLIGENT CLEANING SYS	8/9/2010	Paper Towels, M-Fold Hand towels	\$135.80
29681	686	JASPER COUNTY HOSPITAL	8/9/2010	Bi-Mon. Water Testing-Coliform - DeM. (June)	\$20.00
29682	687	JILL TACHTIRIS	8/9/2010	P90X Extreme Home Fitness Workout DVD	\$95.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29683	688	JOETTA L. STONE	8/9/2010	Refund lost item found plus processing fee (found on lib shelf)	\$25.99
29684	689	K.V.ELECTRIC	8/9/2010	Checked electric to bldg & air conditioner, 7/2/10 @ DeM	\$85.00
29685	690	KOLORTECH, INC.	8/9/2010	Fluorescent tubes - Rens.	\$400.50
29686	691	KONE, INC.	8/9/2010	Qtly Elevator Mtnc	\$464.04
29687	692	LAFAYETTE OFFICE SYSTEM	8/9/2010	2nd Qtr Copier mtnc usage-Rens. Lib Konica Minolta C360	\$417.32
29688	693	LANDMARK AUDIOBOOKS	8/9/2010	DVDs	\$139.50
29689	694	LINDA POORTENGA	8/9/2010	Mileage: B2B Mtg	\$47.50
29690	695	McDANIEL FIRE SYSTEMS, IN	8/9/2010	Annual Fire Protection Service Contract-Wh. Lib	\$1,800.00
29691	696	MIDWEST TAPE	8/9/2010	Children DVDs	\$85.94
29692	697	NIHRMA	8/9/2010	Don't Get Sued Conference (Stringfellow, Evans, Tobias), 9/28/10	\$160.65
29693	698	NORTHWESTERN INDIANA TE	8/9/2010	DeMotte Local Telephone Service-Aug, LD provider change fee	\$199.72
29694	699	OFFICE DEPOT	8/9/2010	Printer Cartridges, Paper Trimmer, Const. Paper, Stapler, black markers	\$847.85
29695	700	ORIENTAL TRADING CO., INC	8/9/2010	Rens Ch. Program Supplies/Crafts	\$45.37
29696	701	PATTY STRINGFELLOW	8/9/2010	Mileage: Library visits	\$26.00
29697	702	POPULAR SUBSCRIPTION SE	8/9/2010	New Mag subscriptions less credits (ceased publications)	\$7.75
29698	703	POSTMASTER	8/9/2010	2000 - Forever Stamps; 40-\$1; 40-\$.98; 80-\$.61; 40-\$.78; 100-\$.42; 100-\$.28; 60-\$.17	\$1,079.40
29699	704	PRECISION CONTROL SYSTE	8/9/2010	Backflow preventer adjustments; boiler off, restarted pump; bad contactor on fan drive-DeM. Lib; troubleshooting Chiller, cleaned condenser fins-Rens Lib	\$1,128.30
29700	705	PRECISION GLASS	8/9/2010	Replaced thermopane glass (10) windows @ DeM.	\$1,659.80
29701	706	PROQUEST LLC	8/9/2010	Replaced Missing Microfilms-Rens. Lib (Jan-Apr 1987, May-Aug 1988, Sep-Dec 1990)	\$309.00
29702	707	QUILL CORPORATION	8/9/2010	Index tabs, pens, pape clips, color copy paper, Index cards, Contact Paper, scotch tape	\$207.14
29703	708	ROTARY CLUB of RENSSSLAE	8/9/2010	Membership Dues-May & June	\$27.00
29704	709	RORY McMAHAN	8/9/2010	Refund for Pd Lost DVD Found	\$14.99
29705	710	S & S WORLDWIDE, INC	8/9/2010	Ch. Craft /Prog Supplies-Rens	\$105.98
29706	711	SUE TOBIAS	8/9/2010	Mileage: Bank Deposits/banking, ILL pkgs to post office-June & July	\$8.30
29707	712	TEACHING COMPANY	8/9/2010	Great Courses DVD series	\$359.75
29708	713	THE LIBRARY CORPORATION	8/9/2010	Annual Tech Mtnc: LS Reports Licenses, Lib Serials Support, Host Services, LS Software Sup, ITS. Marc AV Access/Support	\$29,874.00
29709	714	TOWN OF DEMOTTE	8/9/2010	Sewer-July @ DeM.	\$69.80
29710	715	TOWN OF WHEATFIELD SEW	8/9/2010	Sewer @ Wh. Lib-Aug	\$56.65
29711	716	VISION SERVICE PLAN- (IN)	8/9/2010	Vision Premium-Aug 2010	\$200.92
29712	717	WAL-MART COMMUNITY/GEM	8/9/2010	DVDs, Rens Ch. Dept /Prog. Supplies, book, Wh. Summer Rdg prog expenses	\$610.97
29713	718	WASTE MANAGEMENT	8/9/2010	Trash pick-up-DeM. Lib (Aug)	\$50.00
29714	719	WEBER COUNTY LIBRARY	8/9/2010	Damaged ILL Book (Clock Repairing)	\$21.00
29715	720	WHEATFIELD CHAMBER OF C	8/9/2010	Membership Dues-Wh. Lib	\$100.00
0	721	ALLIED WASTE SERVICES #71	8/9/2010	Trash Service-Aug 2010 @ Wh. Lib (Online - Conf #DBDBH8UQ)	\$59.65
29716	722	ANTHEM BLUE CROSS BLUE	8/9/2010	Medical/Dental/Presc Ins. Premium-19 employees, Aug 2010	\$9,529.69
29717	723	ANTHEM LIFE	8/9/2010	Life Premium-Aug	\$99.54
29718	724	JOSEPH ZELLON	8/9/2010	Courier Mileage-July 16-25, 2010	\$180.00
0	725	JASPER COUNTY PUBLIC LIB	8/9/2010	Reinvested PRINCIPLE FROM CD#400041737 at higher rate for 1 yr. New CD issued #400042127 w/same banking institution (Kentland Bank).	\$0.00
0	726	GREAT-WEST RETIREMENT S	8/10/2010	Annuity w/held from 10Aug10 Payroll-7 participants. Online Confirmation #UBOBZJIC	\$1,260.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	727	INDIANA DEPARTMENT OF RE	8/10/2010	State & County Taxes w/held 10 Aug 10 Payroll, ref #67185, Verif Code #41	\$5,653.88
0	728	IRS USA TAXPAYMENT	8/10/2010	FICA & FED Taxes w/held 10 AUG 10 Payroll, Ref #00029055	\$10,215.98
0	729	NIPSCO	8/10/2010	Wheatfield Utilites 7/2/10-8/1/10 Online Confirmation #GBXBKJIC	\$1,810.36
0	730	PAYROLL	8/10/2010	PAYROLL	\$45,543.81
0	731	CENTURYLINK	8/10/2010	Local phones-Rens. Lib, August (online banking); Conf #HBEBVJG1	\$377.86
29720	732	MARK SHEPPERD	8/9/2010	Uplift and sidecut 12-14 trees along Van Rensselaer St., remove damaged tree/grind stump, and cutback Birch tree on NE corner of bldg-Rens Lib	\$1,050.00
Total Amount of Claims					\$143,554.49

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 09, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$143,554.49

Date this 9th day of August, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

SEPT.

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 13, 2010, 6pm
Wheatfield Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of August Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 17; R 21)
Workshop Requests (R 21)

General Business

2011 Budget Hearing (R 22)	
Wheatfield Library Roof (R 22)	Information
Wheatfield Library Annual Report (R 22)	Information
Amendment to Board Bylaws (R 22)	Action

Director's Report (R 21-R 26)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

August 9, 2010
Rensselaer Library

Present: Jody Melton, Susan Deardorff, Timothy Schultz, Mari Anne Sayler, Natalie Waling, Janet Umlauf, Deana George, Patricia Stringfellow, & Gail Evans.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the July Board Meeting Minutes, bills/financial reports, Food, Drug, & Alcohol Policy, with minor revisions to Walking Books Policy and Meeting Room Policy, and NIHRMA Conference attendance, were approved on a motion by S. Deardorff and seconded by M. Sayler.

Public Library Internet Consortium: We receive our e-rate discounts for Internet access through the State Consortium. S. Deardorff moved, seconded by N. Waling to continue our participation in the Public Library Internet Consortium. Motion passed. The language in the resolution is in the process of being tweaked by the state library and available soon. The board will sign the document at that time.

Rensselaer Fence Project: At the July meeting the matter was tabled to await revised and new quotes, to get a clearer estimate of materials and an option for 4" deep concrete besides the mulch. At a board member's request post board meeting, a third option for pea gravel was requested to be included in the quotes. Two quotes, one in Jasper County and one in Lake County, were received for a commercial/industrial grade 6' high aluminum fence. The fence is to be erected on the strip of library-owned land between Steinke's Funeral Home and the library. T. Schultz moved, seconded by S. Deardorff, to accept the concrete option from the lowest bidder. Motion passed 5-1 with M. Sayler casting a nay vote.

Wheatfield Library Roof Issue: P. Stringfellow learned from our attorney Kent Mahnesmith on Aug 5th, that Luther Mock had contacted him via email to report that the problem with the Wheatfield roof is a design problem-that there wasn't enough ventilation and that the sheeting got wet prior to getting the shingles on the sheeting. He was working on the final report. P. Stringfellow advised K. Mahnesmith that the Board will need guidance as to how the library should proceed. She is waiting to hear from him as he is currently out of town.

While discussing roof matters, P. Stringfellow commented that the insulated decking on the DeMotte Library roof has made a noticeable difference in the amount of heat in the attic area as documented by the Precision Control technician who did some recent repairs to the HVAC and accessed the attic area. He commented that he was amazed at how much cooler it was than in the past. We also recognized that the DeMotte heating and cooling bills have been significantly reduced as well.

Wheatfield Landscaping: P. Stringfellow and J. Melton met with Jasper County Soil & Water Conservation District board member Lana Zimmer and staff person Dan Perkins to discuss the landscaping project at the Wheatfield Library. At that meeting L. Zimmer expressed her Board's concerns with drainage affecting the south wetland between the bowling alley and the library. The Soil & Water Conservation District Board wants assurance that they are not putting time and money into a project that is in jeopardy. J. Melton has since reviewed the drainage drawings from the surveyor's office and learned that the bowling alley is included in the subdivisions drainage plan. He will look at our drawings and contact Kevin Sayers to discuss.

P. Stringfellow explained that we are trying to beautify the Wheatfield Library landscaping without investing money which is taking a lot more time to accomplish the end result. We have investigated grant opportunities and are seeking volunteers to assist with the planting/renovation of the beds. We believe the Soil & Conservation District is still interested in making this area an educational tool but has limited resources too. L. Zimmer recommended that the library contact The Friends of the Sands, a volunteer organization affiliated with the Nature Conservancy Center that raises its own plantings from seed. P. Stringfellow will contact them. One of our biggest challenges is finding knowledgeable volunteers who are willing to work in the beds and do the planting/renovation.

Director's Report: Our Certificate of Deposit for \$500,000 was rolled over for a 12 month period at 1.8%. This is CPF money that we have no immediate plans for.

Rensselaer Library is having the trees along Van Rensselaer Street trimmed up and side-cut, one damaged tree removed, and the birch tree on the southeast corner of the building that rubs against our building trimmed.

Antique Appraiser Karl Gates met with P. Stringfellow on August 8, 2010 to discuss an appraisal of the items in our Milroy collection. He took notes and will be researching these further. P. Stringfellow explained to Karl that the library is willing to compensate him for his work but will need to know a cost.

In 2009 we applied for an LSTA grant for automatic door openers at the DeMotte Library. We were not awarded the grant which would have allowed individuals independent access to our facility (without ringing a bell for staff to open the door). In our Long Range Plan it states "the Grant Committee will recommend a funding source to provide automatic door openers at Rensselaer and DeMotte Libraries by May 2010 with implementation to occur as funding is available." Our game plan is to seek a Jasper Foundation Grant in 2011 and combine with the Friends of the DeMotte Library pledge of \$2,000 and LIRF money to fund the project at the DeMotte Library. Estimate for this project in 2009 was approximately \$8800.

In July the library received a memo from the State Library in regards to legal compliance with the Americans with Disabilities Act. A copy of the memo, which was sent to all Indiana libraries, was included in the board packets. P. Stringfellow is reviewing this information to determine what the library needs to be doing.

We will be taking our 2011 budgets to the County Council for their non-binding review on Aug 20, 2010 at 2:00 PM. Board members are welcome and encouraged to attend.

Future Agenda Items: Wheatfield Roof, Wheatfield Landscape.

Adjournment: With no further matters for discussion the meeting was adjourned at 7:07 PM.


Susan Deardorff, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
August 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	21	0	1	22
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	14	0	0	14
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	47	6	0	53
Books on CD (DBKCD)	177	4	5	186
Books on Tape (DBKT)	4	1	0	5
Compact Disc (DCD)	328	6	2	336
Digital Audiobooks (DDA)	5	0	0	5
DVD (DDVD)	1826	14	5	1845
Equipment (DEQP)	184	0	0	184
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	48	0	0	48
Fiction (DFIC)	1071	44	15	1130
Fiction Fantasy (DFICF)	24	5	1	30
Fiction Mystery (DFICM)	126	5	8	139
Fiction New (DFICNEW)	428	19	7	454
Fiction Science Fiction (DFICSF)	12	0	0	12
Fiction Western (DFICW)	28	0	0	28
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	42	0	0	42
Hanging Bags (DHANG)	11	0	1	12
ILL (DILL)	80	1	2	83
Internet (DINTER)	1692	0	0	1692
Juv. Audio book (DJAUDB)	9	2	6	17
Juv. Biography (DJBIO)	25	2	0	27
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	53	0	0	53
Juvenile Easy (DJE)	817	15	1	833
Juv. Easy Non-fiction (DJENF)	54	2	0	56
Juv. Easy Reader (DJER)	342	10	26	378
Juv. Fiction (DJFIC)	511	7	15	533
Juv. Holiday books (DJHOL)	30	1	0	31
Juv. Magazine (DJMAG)	125	0	0	125
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	403	11	2	416
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	127	1	0	128
Large Print Fiction (DLPF)	194	6	1	201

Large Print Nonfic (DLPNF)	15	0	0	15
Magazine (DMAG)	848	0	1	849
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	7	4	0	11
Nonfiction 100 (DNF100)	35	7	1	43
Nonfiction 200 (DNF200)	39	1	1	41
Nonfiction 300 (DNF300)	82	10	4	96
Nonfiction 400 (DNF400)	9	0	0	9
Nonfiction 500 (DNF500)	38	0	1	39
Nonfiction 600 (DNF600)	235	12	16	263
Nonfiction 700 (DNF700)	155	7	2	164
Nonfiction 800 (DNF800)	21	1	0	22
Nonfiction 900 (DNF900)	63	5	4	72
Nonfiction DVD (DNFDVD)	66	0	0	66
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	131	8	8	147
Nonfiction VHS (DNFVHS)	13	0	1	14
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	7	0	1	8
Reference (DREF)			0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	10	0	0	10
Software (DSWAR)	87	0	4	91
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	178	1	0	179
YA Audio book (DYAUDB)	9	3	4	16
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	230	16	12	258
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	14	2	1	17
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	14	0	0	14
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	36	1	38
Books on CD (RBKCD)	7	170	0	177
Books on Tape (RBKT)	0	34	0	34
Compact Disc (RCD)	7	292	5	304
Digital Audiobooks (RDA)	0	7	0	7
DVD (RDVD)	22	2554	11	2587
Equipment (REQP)	0	113	0	113
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	33	0	33
Fiction (RFIC)	45	890	11	946
Fiction New (RFICNEW)	18	416	9	443
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	2	142	0	144
Hanging Bag (RHANG)	0	12	0	12
ILL (RILL)	0	90	0	90
Internet (RINTER)	0	1947	0	1947
Juv. Audio book (RJAUDB)	3	12	2	17
Juv. Biography (RJBIO)	0	33	0	33
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	64	1	65
Juvenile Easy (RJE)	16	907	1	924
Juv. Easy Non-fiction (RJENF)	2	113	0	115
Juv. Easy Reader (RJER)	0	325	3	328
Juv. Fiction (RJFIC)	18	557	5	580
Juv. Magazine (RJMAG)	1	39	0	40
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	395	4	407
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	2	84	0	86
Large Print Fiction (RLPF)	16	250	3	269
Large Print Nonfic (RLPNF)	0	11	0	11
Magazine (RMAG)	0	535	2	537
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	4	10	0	14
Non-Fiction 100 (RNF100)	2	28	1	31
Non-Fiction 200 (RNF200)	4	32	0	36
Non-Fiction 300 (RNF300)	8	114	6	128
Non-Fiction 400 (RNF400)	0	8	1	9
Non-Fiction 500 (RNF500)	0	27	0	27
Non-Fiction 600 (RNF600)	26	257	11	294
Non-Fiction 700 (RNF700)	1	92	3	96
Non-Fiction 800 (RNF800)	2	20	1	23
Non-Fiction 900 (RNF900)	4	35	2	41
Nonfiction DVD (RNFDVD)	3	75	2	80
Nonfiction (RNFIC)	0	3	1	4
Nonfiction new (RNFNEW)	18	212	10	240
Nonfiction VHS (RNFVHS)	0	21	0	21
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	2	0	2
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	21	0	21
Software (RSWAR)	0	93	1	94
Vertical File (RVF)	0	1	1	2
VHS (RVHS)	0	82	0	82
YA Audio book (RYAUDB)	1	7	1	9
YA Biography (RYAB)	1	2	0	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	13	303	10	326
YA Music CD (RYACD)	1	127	4	132

YA Nonfiction (RYANF)	3	23	0	26
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	13	16
Books on CD (WBKCD)	26	12	141	179
Books on Tape (WBKT)	2	1	10	13
Compact Disc (WCD)	13	19	335	367
Digital Audiobooks (WDA)	0	0	5	5
DVD (WDVD)	9	17	1773	1799
Equipment (WEQP)	0	0	40	40
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	1	0	52	53
Fiction (WFIC)	41	67	446	554
Fiction Fantasy (WFICF)	0	0	11	11
Fiction Mystery (WFICM)	21	7	92	120
Fiction New (WFICNEW)	37	24	384	445
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	0	0	8	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	4	0	25	29
Hanging Bags (WHANG)	0	0	24	24
ILL (WILL)	0	3	39	42
Internet (WINTER)	0	0	976	976
Juv. Audio book (WJAUDB)	11	0	14	25
Juv. Biography (WJBIO)	1	0	3	4
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	1	0	0	1
Juv. Compact Disc (WJCD)	2	1	27	30
Juvenile Easy (WJE)	24	19	567	610
Juv. Easy Non-fiction (WJENF)	8	1	97	106
Juv. Easy Reader (WJER)	8	1	207	216
Juv. Fiction (WJFIC)	17	11	337	365
Juv. Magazine (WJMAG)	0	0	20	20
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	25	6	207	238
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	4	4
Juv. Toddler (WJTOD)	3	1	97	101
Large Print Fiction (WLPF)	16	11	119	146
Large Print Nonfic (WLPNF)	2	1	19	22
Magazine (WMAG)	1	1	365	367
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	0	4	10	14
Non-Fiction 200 (WNF200)	4	2	18	24
Non-Fiction 300 (WNF300)	3	0	30	33
Non-Fiction 400 (WNF400)	0	0	5	5
Non-Fiction 500 (WNF500)	0	1	14	15
Non-Fiction 600 (WNF600)	4	6	130	140
Non-Fiction 700 (WNF700)	0	2	64	66
Non-Fiction 800 (WNF800)	2	1	6	9
Non-Fiction 900 (WNF900)	9	1	52	62

Nonfiction DVD (WNFDVD)	4	0	74	78
Nonfiction (WNFIC)	0	0	3	3
Nonfiction New (WNFNEW)	9	6	90	105
Nonfiction VHS (WNFVHS)	0	0	4	4
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	1	41	42
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	2	1	131	134
YA Audio book (WYAUSB)	0	0	6	6
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	25	13	175	213
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	27	29
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	1	0	0	1
TOTAL	11769	12143	7622	31534

CIRCULATION BY HOLDINGS CODE
August 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	21	0	1	22
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	14	0	0	14
Award Winning non-fiction (AWNF)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	49	44	14	107
Books on CD (BKCD)	210	186	146	542
Books on Tape (BKT)	6	36	10	52
Compact Disc (CD)	348	317	342	1007
Digital Audiobooks (DA)	5	7	5	17
DVD (DVD)	1857	2585	1789	6231
Equipment (EQP)	184	113	40	337
See librarian (ERR)	0	0	0	0
Express Book (EXP)	49	33	52	134
Fiction (FIC)	1157	1001	472	2630
Fiction Fantasy (FICF)	24	5	12	41
Fiction Mystery (FICM)	147	12	100	259
Fiction New (FICNEW)	483	459	400	1342
Fiction Science Fiction (FICSF)	12	0	7	19
Fiction Western (FICW)	28	0	8	36

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	48	142	25	215
Hanging Bags (HANG)	11	12	25	48
ILL (ILL)	80	94	41	215
Internet (INTR)	1692	1947	976	4615
Juv. Audio book (JAUDB)	23	14	22	59
Juv. Biography (JBIO)	26	35	3	64
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	1	0	0	1
Juv. Compact Disc (JCD)	55	65	28	148
Juvenile Easy (JE)	857	941	569	2367
Juv. Easy Non-Fiction (JENF)	64	116	97	277
Juv. Easy Reader (JER)	350	336	236	922
Juv. Fiction (JFIC)	546	575	357	1478
Juv. Holiday (JHOL)	30	1	0	31
Juv. Magazine (JMAG)	126	39	20	185
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	436	412	213	1061
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	1	4	5
Juv. Toddler (JTOD)	132	86	97	315
Large Print Fiction (LPF)	226	267	123	616
Large Print Nonfic (LPNF)	17	12	19	48
Magazine (MAG)	849	536	368	1753
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	11	14	3	28
Non-Fiction 100 (NF100)	37	39	12	88
Non-Fiction 200 (NF200)	47	35	19	101
Non-Fiction 300 (NF300)	93	124	40	257
Non-Fiction 400 (NF400)	9	8	6	23
Non-Fiction 500 (NF500)	38	28	15	81
Non-Fiction 600 (NF600)	265	275	157	697
Non-Fiction 700 (NF700)	156	101	69	326
Non-Fiction 800 (NF800)	25	22	7	54
Non-Fiction 900 (NF900)	76	41	58	175
Non-Fiction DVD (NFDVD)	73	75	76	224
Nonfiction (NFIC)	0	3	4	7
Nonfiction New (NFNEW)	158	226	108	492
Nonfiction VHS (NFVH)	13	21	5	39
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	7	0	1	8
Reference (REF)	89	87	31	207
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	21	0	31
Software (SWAR)	87	94	46	227
Vertical File (VF)	2	1	1	4

VHS	180	84	131	395
YA Audio book (YAUDB)	10	10	11	31
YA Biography (YAB)	2	2	0	4
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	268	332	197	797
YA Music CD (YACD)	4	127	4	135
YA Nonfiction (YANF)	18	26	28	72
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	15	2	0	17
				0
Free reads	253	443	141	837
Games/Puzzles	0	17	0	17
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12111	12688	7794	32593

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2394	2222	1315	5931
Nonfiction	1161	1175	603	2939
CHILDREN'S BOOKS				
Fiction	1920	1938	1260	5118
Nonfiction	563	565	318	1446
YA BOOKS				
Fiction	317	474	222	1013
Nonfiction	20	28	28	76
Magazines, Adult	849	536	368	1753
Magazines, Children	126	39	20	185
Sound Recordings, adult	579	556	517	1652
Sound Recordings, ch	94	218	79	391
Online databases	0	0	0	0
Software	87	94	46	227
Vertical file	2	1	1	4
VHS/DVD	2123	2765	2001	6889
Equipment	184	113	40	337
Total	10419	10724	6818	27961
A-V Circulation	2883	3633	2643	9159
A-V Circulation as % of total	27.7%	33.9%	38.8%	32.8%

August 2010

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
19,514	19,575	11,453	11,386	13,081	13,166 Fiction
18,209	18,253	19,671	19,656	10,001	10,009 Nonfiction
					CHILDREN'S BKS
13,549	13,574	11,170	11,230	9,429	9,500 Fiction
8,930	8,948	6,061	6,078	5,276	5,280 Nonfiction
					YA BOOKS
2,372	2,412	2,365	2,396	1,959	1,982 Fiction
495	495	698	699	186	186 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,804	2,848	3,328	3,333	3,148	3,139 Sound Rec/Adult
623	634	458	487	636	639 Sound Rec/Child
25	25	16	16	1	1 Online Databases
352	351	354	354	181	181 Software
3	3				Vertical Files
3,461	3,491	4,497	4,526	2,722	2,754 VHS/DVD
118	118	142	142	57	57 Equipment
70,455	70,727	60,233	60,323	46,677	46,894 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	199	43	221	48	332	72	752	163
LOCAL HISTORY								
In person	3	1	23	7	2	1	28	8
Letters written	1	1	9	9	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1692	71	1947	81	976	41	4615	192
Computer software used	315	26	136	11	94	8	545	45
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	32	4	0	0	35	5
CD ROM/Online databases	82	7	375	31	163	14	620	52
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	0	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	32	32	8	5	0	0	40	27
Notarized documents	10	3	6	2	0	0	16	4
Meeting Room Use (no. of group	40	13	42	14	13	4	95	32
Study room use	15	1	14	1	6	1	35	3
Proctoring	4	2	0	0	0	0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	92		440		129		661	
WIRELESS USE via patron owned pcs	120		261		126		507	
SELF-CHECKOUT USE	279		1226		655		2160	
INTERLIBRARY LOANS								
Requests made for:	85	21	89	22	25	6	199	50
Items rec'd for:	89	45	85	43	31	16	205	103
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8561	8596	4769	21926
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	419	433	94	946
Number of New Patrons Added	53	82	38	
Number of Patron Cards Expired	0	4	3	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	1	6	0	0	2	12
Children's Programs (0-13)	8	48	7	42	1	6	16	96
Number attending	231		163		8		402	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	52		8		0		60	
Adult Programs	0	0	1	6	0	0	1	6
Number attending	174		87		10		271	
Senior Citizen Programs	9	54	5	30	3	18	17	102
Number attending	165		73		30		268	
Total Number of Programs	18	108	15	90	4	24	37	222
Total Persons Attending	622		331		48		1001	
Total Attending Same Month Last	287		504		46		837	
Total Staff Hours Spent		374		368		185	927	917
Total Number of In-House Program	12		12		4		28	
Total Attendance	187		185		48		420	
Total Number of Outreach Program	6		3		0		9	
Total Attendance	435		146		0		581	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7478	72.4%	7008	65.9%	4479	66.0%	18965	68.3%
Corporate	0	0.0%	39	0.4%	0	0.0%	39	0.1%
Juvenile 0-11	208	2.0%	457	4.3%	142	2.1%	807	2.9%
Juvenile-AV	1209	11.7%	1325	12.5%	1159	17.1%	3693	13.3%
Nonresident No Fee	49	0.5%	127	1.2%	106	1.6%	282	1.0%
Nonresident Fee	0	0.0%	1	0.0%	0	0.0%	1	0.0%
PLAC (state library card)	0	0.0%	5	0.0%	0	0.0%	5	0.0%
Reciprocal Adult	399	3.9%	238	2.2%	112	1.7%	749	2.7%
Reciprocal Juvenile	34	0.3%	8	0.1%	0	0.0%	42	0.2%
Reciprocal Juvenile AV	24	0.2%	17	0.2%	0	0.0%	41	0.1%
Reciprocal YA	21	0.2%	11	0.1%	0	0.0%	32	0.1%
Reciprocal YA AV	0	0.0%	19	0.2%	3	0.0%	22	0.1%
School	0	0.0%	8	0.1%	0	0.0%	8	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Staff	527	5.1%	843	7.9%	509	7.5%	1879	6.8%
Walking books	63	0.6%	62	0.6%	0	0.0%	125	0.5%
YA 12-17	32	0.3%	80	0.8%	33	0.5%	145	3.3%
YA-AV	286	2.8%	385	3.6%	244	3.6%	915	3.3%
Total	10330		10639		6787		27756	
 All items borrowed by nonresidents	 527	 5.1%	 440	 4.1%	 221	 3.3%	 1188	 4.3%

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR 2011 - JULY 1, 2011 THROUGH JUNE 30, 2012**

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the board of the Jasper County Public Library at a meeting held on the 9th day of August, 2010

NAY

AYE

Marianne Sayle
Natalie A. Waling
Timothy H. Schmitz
Deana K. George
Susan Deardorff
Janet Umblauf

Susan Deardorff
(Attest by Secretary)

**Bylaws of the Board of Trustees
of the
Jasper County Public Library**

ARTICLE I

ORGANIZATION

- Section 1 **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board".
- Section 2 **Organization**. The Board is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.
- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.

Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.

Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.

Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings**. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time,

place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)

Approval of agenda format and of consent agenda items

General business

Director's Report

Items for future agendas

Public forum

Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee**: The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies**. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers**. The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing**. Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance**. The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, stepparents, stepbrothers, stepsisters, and stepchildren. A special exception may be granted by the Board for a close relative employed on an irregular and very limited basis.

ARTICLE XII

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; rev. 12/95; 2/97; revised 2/98; 3/00; revised 9/06; revised 10/10

Mobile Computer Lab Policy

The Jasper County Public Library mobile computer lab is comprised of the following items:

- ~~10 laptop computers & mobile cart~~
- ~~10 mice~~
- ~~1 extra floppy/cd drive~~
- ~~LCD projector & carrying case~~
- ~~Color printer & carrying case~~
- ~~Cables & surge protectors~~
- Documentation
- 2 Laptop Cases, each case contains:
 - 5 regular wired mice
 - 1 ergonomic wired mouse
 - 5 laptop computers
 - 5 A/C adapters
- 1 Battery Charger Case, which contains:
 - Mobile Lab Instructions
 - Laminated Battery Charger instruction sheet
 - Laminated ergonomic mouse instruction sheet
 - This Mobile Lab instruction sheet
 - 1 16-pocket battery charger
- 1 Accessories Case, which contains:
 - 20 laptop batteries – 10 on top, 10 in the middle
 - 4 Surge Suppressors
 - 1 USB floppy drive
- Blue Bag, which contains:
 - Epson PowerLite 61p LCD projector
 - Remote Control
 - Documentation (5 parts)
 - Power Cord
 - VGA cable
 - USB cable
- Black Bag, which contains:
 - Laminated Wireless Lab Printing instruction sheet
 - HP Deskjet 460wf printer
 - Small accessory case, which contains:
 - Printer battery
 - Power cable (2 pieces)
 - USB cable

- 10 mouse pads

The purpose of the mobile computer lab is to bring computer-based instruction to residents of our service area. When the lab is not being used by any of the three JCPL locations for a scheduled training session, it will be available to area colleges, businesses, and local organizations for hands-on training for their employees, members, or students. The lab must remain in the library.

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The following conditions apply to the use of the JCPL mobile computer lab:

- The lab may only be used at the JCPL location where it is assigned for any given month as per a rotation schedule that is located in the library procedure manual. ~~this rotation schedule: Rensselaer-December, March, June, September; DeMotte-January, April, July, October; and Wheatfield-February, May, August, and November.~~
- Reservations for the lab may be made by a) filling out a meeting room reservation form for the desired location and b) filling out a mobile lab request form.
- Food and drinks are not allowed near the laptops.
- Organizations using the lab assume responsibility for the safety of the equipment against theft, damage, or misuse. The equipment is the responsibility of the organization from the time library staff set it up until the time library staff ~~are asked to~~ take it down. The organization must complete a Registration Form in which they acknowledge responsibility for the equipment.
- If damage occurs, the organization using the lab will be billed for the cost of repair or replacement.
- Organizations using the lab will also be billed for loss or damage to peripherals such as power cord, external mouse, and power strips.
- Staff will troubleshoot lab problems as they are able. The organization using the lab must report any equipment malfunctions when notifying staff that they are done.
- It is highly recommended that the organization using the lab and/or designated trainers have some previous experience with the utilization of laptop computers.
- If using the Internet, it is highly recommended that the organization using the lab check ahead of time to make sure all of the websites they plan to visit are accessible through library filters.
- The organization using the lab ~~may request an orientation session before their class, as library scheduling allows is encouraged to attend an orientation session 1 hour before their class is scheduled to begin.~~
- Any files saved on the laptops must be saved to a virus-free diskette, **CD/DVD**, or USB flash drive. JCPL is not responsible for any lost files.
- Laptops are configured with a base set of software including Microsoft Office (Word, Excel, PowerPoint, Access, Publisher) and basic Internet tools such as Internet Explorer. JCPL does not have licenses for other software products to be installed. Organizations may install their own licensed software if they have no expectation of support; however, be aware that the machines are protected with security software which automatically restores the default setup any time the machine is rebooted.

Jasper County Public Library

- The lab is loaned in its entirety; that is, components are not available for loan on an individual basis.
- ~~Organizations using the lab may charge participants for the cost of an instructor, but no more. The lab may not be used for profit.~~
- While no fee is currently charged for the use of the lab, donations are gratefully accepted.
- No deposit is required.

3/06; revised 9/10

JCPL FINANCIAL STATEMENT

August 31, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$178,576.63	\$1,280,580.02	\$72,734.07	\$1,081,990.75	\$422,601.46
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$30.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$7,026.05	\$458.05	\$10,165.66	\$510.00	\$8,693.41	\$5,553.80
DeMotte	\$1,410.73	\$104.00	\$3,241.73	\$225.00	\$3,336.25	\$1,505.25
Rensselaer	\$3,435.04	\$293.97	\$5,293.89	\$285.00	\$3,913.89	\$2,055.04
Wheatfield	\$2,180.28	\$60.08	\$1,630.04	\$0.00	\$1,443.27	\$1,993.51
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$106.22	\$1,108.36	\$184,733.29
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$320,378.75	\$0.00	\$171,688.75	\$3,038.45
Includes Investments of	\$0.00					
Rainy Day Fund	\$93,600.90	\$0.00	\$1,615.00	\$0.00	\$225,904.47	\$317,890.37
Includes Investments of	\$0.00					
State Technology Fund G	\$10,111.97	\$765.00	\$8,185.00	\$0.00	\$0.00	\$1,926.97
Capital Projects Fund	\$776,883.86	\$350.00	\$2,337.43	\$3,114.24	\$140,248.58	\$914,795.01
Includes Investments of	\$500,000.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$4,530.78	\$163,053.93
Sales Tax	\$18.35	\$0.00	\$18.16	\$0.73	\$15.64	\$15.83
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$55.57	\$582.14	\$184,079.68
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,678.03	\$53,658.53	\$6,678.03	\$53,658.53	\$0.00
FICA Tax Collected	\$0.00	\$6,535.81	\$52,738.20	\$6,535.81	\$52,738.20	\$0.00
State Tax Collected	\$3,378.33	\$3,333.52	\$26,346.91	\$3,268.10	\$26,236.68	\$3,268.10
County Tax Collected	\$2,289.85	\$2,320.36	\$18,727.86	\$2,261.59	\$18,699.65	\$2,261.64
Deferred Comp.	\$0.00	\$2,520.00	\$20,160.00	\$2,520.00	\$20,160.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,979.89	\$23,434.20	\$2,979.87	\$23,408.74	(\$0.04)
Employee Life Insur.	\$0.00	\$135.16	\$1,060.12	\$135.16	\$1,060.12	\$0.00
Employee P.E.R.F.	\$6,547.40	\$0.00	\$19,646.41	\$2,167.77	\$17,481.24	\$4,382.23
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$28,867.28	\$0.00	\$28,867.28	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$204,652.45	\$1,901,384.23	\$103,067.16	\$1,877,123.32	\$2,207,860.72

Bank Balances**Jasper County Public Library****Report as of: 8/31/2010**

Bank		
1	Alliance Bank	\$1,329,376.61
2	Demotte State Bank	\$9,461.14
3	Alliance Bank-LIRF Acct	\$184,733.29
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$184,079.68
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,207,860.72

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
8/5/2011	400042127	Rensselaer Banking Ctr.	12 mon	\$500,000.00	1.80%	CPF	8/5/2010		

CLOSED INVESTMENTS:

8/5/2010	400041737	Rensselaer Banking Ctr.	6 mon	\$500,000.00	1.15%	CPF	2/5/2010	\$2,859.47	Reinvested at higher rate
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TOTAL INTEREST EARNED:

\$2,859.47

Appropriation Report for **100 OPERATING FUND**
Jasper County Public Library

Report Date: From 8/1/2010 To 8/31/2010

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$37,768.47	\$18,953.53	66.6
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$78,595.71	\$633,927.73	\$341,172.27	65.0
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,093.39	\$41,101.18	\$25,100.82	62.1
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,535.81	\$52,738.20	\$31,260.80	62.8
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$3,589.44	\$3,133.56	53.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$51,445.86	\$18,060.14	74.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,924.58	\$53,936.04	\$40,313.96	57.2
Subtotal	\$1,352,502.00		\$1,352,502.00	\$101,876.29	\$874,506.92	\$477,995.08	64.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$0.00	\$319.29	(\$49.29)	118.3
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$257.50	\$42.50	85.8
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$945.47	\$3,810.41	\$7,189.59	34.6
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$777.14	\$3,415.15	\$2,584.85	56.9
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$485.27	\$3,245.18	\$1,754.82	64.9
2.3 REPAIR & MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$139.00	\$723.64	\$276.36	72.4
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$33.44	\$166.56	16.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$85.69	\$567.51	(\$17.51)	103.2
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$874.27	\$7,121.51	\$5,878.49	54.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
Subtotal	\$37,420.00		\$37,420.00	\$3,306.84	\$19,493.63	\$17,926.37	52.1
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$20.00	\$3,126.33	\$3,290.67	48.7
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$858.20	\$3,337.01	\$862.99	79.5
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$1,079.40	\$1,590.42	\$3,409.58	31.8
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$916.65	\$10,685.69	\$10,314.31	50.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,007.38	\$4,973.24	\$3,026.76	62.2
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$232.88	\$1,188.96	\$611.04	66.1
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$499.00	\$601.00	45.4
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$744.69	\$155.31	82.7
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$23,364.00	\$2,636.00	89.9
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$713.84	\$12,999.10	\$37,000.90	26.0
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$7,330.24	\$44,414.04	\$25,585.96	63.4
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$134.75	\$869.60	\$1,130.40	43.5
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$364.78	\$2,991.23	\$1,758.77	63.0
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$4,516.10	\$46,549.12	\$5,574.98	89.3
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$249.50	\$1,211.39	(\$311.39)	134.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$205.60	\$44.40	82.2
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$127.00	\$406.50	\$1,993.50	16.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$199.37	\$299.37	\$66.93	\$247.26	\$52.11	82.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$33,480.89	\$75,433.76	\$7,411.24	91.1
Subtotal	\$383,114.00	\$266.47	\$383,380.47	\$51,108.49	\$236,374.94	\$147,005.53	61.7
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$1,611.92	\$10,213.07	\$2,536.93	80.1
4.51 BOOKS	\$142,210.00	\$0.00	\$142,210.00	\$14,254.25	\$86,319.03	\$55,890.97	60.7
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$557.75	\$13,119.50	\$8,012.50	62.1
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$5,861.09	\$40,552.93	\$37,547.07	51.9
Subtotal	\$254,192.00		\$254,192.00	\$22,285.01	\$150,204.53	\$103,987.47	59.1
Grand Total	\$2,027,228.00	\$266.47	\$2,027,494.47	\$178,576.63	\$1,280,580.02	\$746,914.45	63.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd 2/12/10 Found-Refunded A/P #188
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Lost Bk Pd 1/19/10 Found-Refund A/P #443
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.00	Lost Mag Pd 3/29/10 Found-Refund A/P #418
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 3/12/10 Found-Refund A/P #572
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.95	Lost Bk Pd 3/6/10 Found-Refund A/P #569
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Lost Bk Pd 6/28/10 Found-Refund A/P #566
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 2/2/10 Found-Refund A/P #608
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Lost Bk Pd 5/12/10 Found-Refund A/P #709
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Lost Bk Pd 6/22/10 Found-Refund A/P #688
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Lost Bk Pd 7/6/10 Found-Refund A/P #662
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$266.47
130	\$24,730.50

Voucher List
Jasper County Public Library
Report Date: From 8/1/2010 To 8/31/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29645	650	ACADEMIC SOFTWARE	8/9/2010	Kid's Science software DVD set	\$56.95
29646	651	ACE HARDWARE	8/9/2010	Geocache Container-DeM.	\$8.59
29647	652	ACP DIRECT	8/9/2010	Epson Printer Cartridges	\$106.00
29648	653	ANGELA BARTON	8/9/2010	Mileage: Mgmt Mtg & Book Vendor Visit	\$44.00
29649	654	BIERMA HARDWARE, INC.	8/9/2010	Flea Powder, screw eye, toilet part	\$15.56
29650	655	BAKER & TAYLOR	8/9/2010	Books, Continuations (Standing Orders), Gift Books, DVDs, Shipping	\$15,183.30
29651	656	BLOOMFIELD CORPORATION	8/9/2010	A/C repairs (coil froze up) - Whtfld Lib.	\$303.00
29652	657	BRENT HOFFMAN	8/9/2010	Lawn Mowing, trim bushes - July 2010	\$240.00
29653	658	CAPITAL ONE BANK (USA), NA	8/9/2010	Mtg Expense, mag. subsc, guest registers, scrapbook & jewelry prog supply, teen volunteer pty, DVDs, library supplies	\$397.22
29654	659	CMS, INC.	8/9/2010	Software Tech. Support, Mtnce, Licenses-2010	\$1,238.83
29655	660	COUNTRYSIDE LANDSCAPIN	8/9/2010	Delivery fee for Mulch on 6/7/10.	\$20.00
29656	661	CULLIGAN OF KOUTS	8/9/2010	Water & Cooler Rental-Aug.-Wh. Lib.	\$61.20
29657	662	DANIELLE BOKODI	8/9/2010	Refunded for Pd lost book-found	\$25.95
29658	663	DAVIDSON TITLES INC.	8/9/2010	Books	\$307.27
29659	664	DEBORAH KRISTOFF	8/9/2010	Courier Mileage-July 26-30	\$150.00
29660	665	DEMCO	8/9/2010	Defective headphone credit, End-stack Arch sign, Book Tape, Polyfit book jackets	\$547.24
29661	666	DEMOTTE DECORATIVE STO	8/9/2010	3 yds Red Mulch @ DeM.	\$119.00
29662	667	DEX	8/9/2010	Yellow/White Page Library Listing-Qtly 4th pymt 2010	\$85.50
29663	668	DIANA KOOY	8/9/2010	Mileage: Bank Deposits, Bk Salesman visit, Lib Council Mtg, Counterparts Mtg, deliver water samples, Database Committee Mtg, etc.	\$117.00
29664	669	DIANE OPOLSKI	8/9/2010	Assorted DVDs	\$80.95
29665	670	DUCKWALL-ALCO STORES, IN	8/9/2010	Foam Cups/bowls (Summer Rdg ProgSupplies)-DeM; Ch. Supply/Expenses, Thank you notes, Tumblers - Whtfld,	\$33.61
29719	671	EDUCATION NETWORKS OF A	8/9/2010	Internet Connection & Prioritization-July 2010; Correct A/P from Oper. Fund (Jan-June Invoices) to CPF	\$765.00
29667	672	EVELYN BRISTOL	8/9/2010	Book for Buck Cash Prizes & Grand Prize - Teen Prog @ DeM.	\$100.00
29668	673	FASE'S WATER TREATMENT	8/9/2010	Redout - DeM. Lib.	\$72.00
29669	674	FINDAWAY WORLD, LLC	8/9/2010	50-Earbuds for patron purchase	\$44.44
29670	675	FLEX-PAC INC	8/9/2010	Cleaning Supplies: Foam soap, kleenex, glass clnr, trash liners, toilet bowl clnrs & deodorizers; vacuum part	\$724.24
29671	676	GA FOODS GROUP	8/9/2010	Tues Movie treats, Milroy Anniv Open House Expenses, Make It-Take It Prog Expense @ Rens. Lib.	\$25.94
29672	677	GAIL EVANS	8/9/2010	Mileage: Bank Deposits/banking, ILL packages, buy Copy Paper, Mgmt Mtgs	\$43.85
29673	678	GALE	8/9/2010	Books, Continuations: Ency/Associations	\$2,711.21
29674	679	GAYLORD BROS.	8/9/2010	Microfilm Cabinet (Rens); Newbery Classif Labels	\$1,496.10
29675	680	GOODWIN FIRE EQUIPMENT, I	8/9/2010	Fire Extinguisher repairs-DeM.	\$249.50
29676	681	HAINES & COMPANY, INC.	8/9/2010	Annual Northwest Indiana Directories-R&D	\$691.00
29677	682	INDIANA HISTORICAL SOC.	8/9/2010	Shipping for Books on Inv #391 & 392	\$9.00
29678	683	INDIANA LIBRARY FEDERATIO	8/9/2010	CYPD Registration-Barton, Bristol, Cavinder, DeVries	\$800.00
29679	684	INSPIRATIONAL DISTRIBUTOR	8/9/2010	Christian Bks	\$12.36
29680	685	INTELLIGENT CLEANING SYS	8/9/2010	Paper Towels, M-Fold Hand towels	\$135.80
29681	686	JASPER COUNTY HOSPITAL	8/9/2010	Bi-Mon. Water Testing-Coliform - DeM. (June)	\$20.00
29682	687	JILL TACHTIRIS	8/9/2010	P90X Extreme Home Fitness Workout DVD	\$95.98

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29683	688	JOETTA L. STONE	8/9/2010	Refund lost item found plus processing fee (found on lib shelf)	\$25.99
29684	689	K.V.ELECTRIC	8/9/2010	Checked electric to bldg & air conditioner, 7/2/10 @ DeM	\$85.00
29685	690	KOLORTECH, INC.	8/9/2010	Fluorescent tubes - Rens.	\$400.50
29686	691	KONE, INC.	8/9/2010	Qtly Elevator Mtnc	\$464.04
29687	692	LAFAYETTE OFFICE SYSTEM	8/9/2010	2nd Qtr Copier mtnc usage-Rens. Lib Konica Minolta C360	\$417.32
29688	693	LANDMARK AUDIOBOOKS	8/9/2010	DVDs	\$139.50
29689	694	LINDA POORTENGA	8/9/2010	Mileage: B2B Mtg	\$47.50
29690	695	McDANIEL FIRE SYSTEMS, IN	8/9/2010	Annual Fire Protection Service Contract-Wh. Lib	\$1,800.00
29691	696	MIDWEST TAPE	8/9/2010	Children DVDs	\$85.94
29692	697	NIHRMA	8/9/2010	Don't Get Sued Conference (Stringfellow, Evans, Tobias), 9/28/10	\$160.65
29693	698	NORTHWESTERN INDIANA TE	8/9/2010	DeMotte Local Telephone Service-Aug, LD provider change fee	\$199.72
29694	699	OFFICE DEPOT	8/9/2010	Printer Cartridges, Paper Trimmer, Const. Paper, Stapler, black markers	\$847.85
29695	700	ORIENTAL TRADING CO., INC	8/9/2010	Rens Ch. Program Supplies/Crafts	\$45.37
29696	701	PATTY STRINGFELLOW	8/9/2010	Mileage: Library visits	\$26.00
29697	702	POPULAR SUBSCRIPTION SE	8/9/2010	New Mag subscriptions less credits (ceased publications)	\$7.75
29698	703	POSTMASTER	8/9/2010	2000 - Forever Stamps; 40-\$1; 40-\$0.98; 80-\$0.61; 40-\$0.78; 100-\$0.42; 100-\$0.28; 60-\$0.17	\$1,079.40
29699	704	PRECISION CONTROL SYSTE	8/9/2010	Backflow preventer adjustments; boiler off, restarted pump; bad contactor on fan drive-DeM. Lib; troubleshooting Chiller, cleaned condenser fins-Rens Lib	\$1,128.30
29700	705	PRECISION GLASS	8/9/2010	Replaced thermopane glass (10) windows @ DeM.	\$1,659.80
29701	706	PROQUEST LLC	8/9/2010	Replaced Missing Microfilms-Rens. Lib (Jan-Apr 1987, May-Aug 1988, Sep-Dec 1990)	\$309.00
29702	707	QUILL CORPORATION	8/9/2010	Index tabs, pens, pape clips, color copy paper, Index cards, Contact Paper, scotch tape	\$207.14
29703	708	ROTARY CLUB of RENSSSLAE	8/9/2010	Membership Dues-May & June	\$27.00
29704	709	RORY McMAHAN	8/9/2010	Refund for Pd Lost DVD Found	\$14.99
29705	710	S & S WORLDWIDE, INC	8/9/2010	Ch. Craft /Prog Supplies-Rens	\$105.98
29706	711	SUE TOBIAS	8/9/2010	Mileage: Bank Deposits/banking, ILL pkgs to post office-June & July	\$8.30
29707	712	TEACHING COMPANY	8/9/2010	Great Courses DVD series	\$359.75
29708	713	THE LIBRARY CORPORATION	8/9/2010	Annual Tech Mtnc: LS Reports Licenses, Lib Serials Support, Host Services, LS Software Sup, ITS. Marc AV Access/Support	\$29,874.00
29709	714	TOWN OF DEMOTTE	8/9/2010	Sewer-July @ DeM.	\$69.80
29710	715	TOWN OF WHEATFIELD SEW	8/9/2010	Sewer @ Wh. Lib-Aug	\$56.65
29711	716	VISION SERVICE PLAN- (IN)	8/9/2010	Vision Premium-Aug 2010	\$200.92
29712	717	WAL-MART COMMUNITY/GEM	8/9/2010	DVDs, Rens Ch. Dept /Prog. Supplies, book, Wh. Summer Rdg prog expenses	\$610.97
29713	718	WASTE MANAGEMENT	8/9/2010	Trash pick-up-DeM. Lib (Aug)	\$50.00
29714	719	WEBER COUNTY LIBRARY	8/9/2010	Damaged ILL Book (Clock Repairing)	\$21.00
29715	720	WHEATFIELD CHAMBER OF C	8/9/2010	Membership Dues-Wh. Lib	\$100.00
0	721	ALLIED WASTE SERVICES #71	8/9/2010	Trash Service-Aug 2010 @ Wh. Lib (Online - Conf #DBDBH8UQ)	\$59.65
29716	722	ANTHEM BLUE CROSS BLUE	8/9/2010	Medical/Dental/Presc Ins. Premium-19 employees, Aug 2010	\$9,529.69
29717	723	ANTHEM LIFE	8/9/2010	Life Premium-Aug	\$99.54
29718	724	JOSEPH ZELLON	8/9/2010	Courier Mileage-July 16-25, 2010	\$180.00
0	725	JASPER COUNTY PUBLIC LIB	8/9/2010	Reinvested PRINCIPLE FROM CD#400041737 at higher rate for 1 yr. New CD issued #400042127 w/same banking institution (Kentland Bank).	\$0.00
0	726	GREAT-WEST RETIREMENT S	8/10/2010	Annuity w/held from 10Aug10 Payroll-7 participants. Online Confirmation #UBOBZJIC	\$1,260.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	727	INDIANA DEPARTMENT OF RE	8/10/2010	State & County Taxes w/held 10 Aug 10 Payroll, ref #67185, Verif Code #41	\$5,653.88
0	728	IRS USA TAXPAYMENT	8/10/2010	FICA & FED Taxes w/held 10 AUG 10 Payroll, Ref #00029055	\$10,215.98
0	729	NIPSCO	8/10/2010	Wheatfield Utilites 7/2/10-8/1/10 Online Confirmation #GBXBKJIC	\$1,810.36
0	730	PAYROLL	8/10/2010	PAYROLL	\$45,543.81
0	731	CENTURYLINK	8/10/2010	Local phones-Rens. Lib, August (online banking); Conf #HBEBVJG1	\$377.86
29720	732	MARK SHEPPERD	8/9/2010	Uplift and sidecut 12-14 trees along Van Rensselaer St., remove damaged tree/grind stump, and cutback Birch tree on NE corner of bldg-Rens Lib	\$1,050.00
0	733	PAYROLL	8/25/2010	PAYROLL	\$42,872.09
0	734	ALLIANCE BANK	8/25/2010	EFT Direct Deposit Transaction Fees for July Payroll	\$36.70
0	735	AFLAC	8/25/2010	Supplemental Ins. Premium-Woods, B.Thompson, Molenaar - August 2010 Confirm #GB2BDJS2	\$209.48
0	736	CENTURYLINK	8/23/2010	Wheatfield Local Phones, August 2010	\$168.55
0	737	CITY OF RENSSELAER	8/24/2010	Rens. Utilities, 7/8/10-8/9/10 Confirm #9BKB2JS2	\$3,328.55
0	738	GREAT-WEST RETIREMENT S	8/25/2010	Annuity w/held from 25Aug10 Payroll-7 participants. Online Confirmation #ZBWBRSJS2	\$1,260.00
0	739	IRS USA TAXPAYMENT	8/25/2010	FICA & FED Taxes w/held 25 AUG 10 Payroll, Ref #00637718	\$9,533.67
0	740	JOSEPH ZELLON	8/19/2010	Courier Mileage-August 2-13, 2010 Confirm #FB7BSJQ2	\$300.00
0	741	NIPSCO	8/24/2010	DeM. Utilities, 7/8-8/6/10 Confirm #ZBHB9JDR	\$3,167.35
0	742	QWEST	8/25/2010	Long Distance Service-Rens,DeM, Wh. 7/1-7/31/10 Confirm #QBNBNJG1	\$26.57
0	743	USA TODAY	8/25/2010	Annual Newspaper Subscription-Wheatfield Lib. Exp 9/20/11 Confirm #5BSB1J92	\$195.00
Total Amount of Claims					\$204,652.45

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 31, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$204,652.45

Date this 13th day of September, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

August 31, 2010

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
ES & FEES:			\$3,043.97	\$23,018.28
DeMotte	\$975.02	\$7,681.96		
Rensselaer	\$1,192.88	\$8,958.72		
Wheatfield	\$876.07	\$6,377.60		
PHOTOCOPIES:			\$938.17	\$6,613.18
DeMotte	\$413.60	\$2,613.65		
Rensselaer	\$331.07	\$2,667.26		
Wheatfield	\$193.50	\$1,332.27		
INTEREST:			\$707.43	\$5,827.33
Checking/Repurchase/Savings/CD's	\$707.43	\$5,827.33		
TAXES:			\$67,330.08	\$1,044,499.49
Property Tax	\$0.00	\$477,294.30		
LOIT	\$11,453.67	\$91,629.36		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$817.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,115.20		
Local Option/Certified Shares	\$48,552.58	\$388,420.64		
Local Option/Property Tax Repl.	\$7,323.83	\$81,222.49		
TAXABLE SALES:-			\$10.24	\$81.12
REFUNDS:			\$704.18	\$1,951.35
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$654.18	\$1,055.35		
Meeting Room Rental	\$50.00	\$300.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$500.00		
Miscellaneous Receipts	\$0.00	\$96.00		
TOTAL OPERATING FUND RECEIPTS.....			\$72,734.07	\$1,081,990.75
PLAC FUND:-			\$0.00	\$50.00
GIFT FUNDS:			\$510.00	\$8,693.41
DeMotte	\$225.00	\$3,336.25		
Rensselaer	\$285.00	\$3,913.89		
Wheatfield	\$0.00	\$1,443.27		
LIB. IMPROV. RESERVE FUND:			\$106.22	\$1,108.36
Interest Earned	\$106.22	\$1,108.36		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$171,688.75
Property Tax	\$0.00	\$169,875.84		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$234.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,578.41		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$3,114.24	\$140,248.58
Interest Earned	\$3,114.24	\$5,653.41		
Property Tax	\$0.00	\$133,174.28		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$183.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,237.39		
ST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$4,530.78
SALES TAX:-			\$0.73	\$15.64
CONSTRUCTION FUND: (Interest Earned)-			\$55.57	\$582.14
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)-			\$76,520.83	\$1,634,812.88

WITHHOLDING ACCOUNT FUNDS:

			\$26,546.33	\$242,310.44
FIT Tax Collected	\$6,678.03	\$53,658.53		
FICA Collected	\$6,535.81	\$52,738.20		
State Tax Collected	\$3,268.10	\$26,236.68		
County Tax Collected	\$2,261.59	\$18,699.65		
Deferred Comp Plan	\$2,520.00	\$20,160.00		
Pre-tax Insurance Plans	\$2,979.87	\$23,408.74		
Life Insurance	\$135.16	\$1,060.12		
PERF	\$2,167.77	\$17,481.24		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$28,867.28		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$103,067.16	\$1,877,123.32

Voucher List
Jasper County Public Library

Report Date: From 9/1/2010 To 9/20/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	744	ALLIED WASTE SERVICES #71	9/9/2010	Trash Service-Sep 2010 @ Wh. Lib (Online - Conf #OB4B49JZ5)	\$59.54
0	745	ANTHEM LIFE	9/10/2010	Life Premium-September	\$99.54
0	746	GREAT-WEST RETIREMENT S	9/10/2010	Annuity w/held from 10 Sept 10 Payroll-7 participants. Online Confirmation #CBZBXJ7H	\$1,260.00
0	747	INDIANA DEPARTMENT OF RE	9/20/2010	State & County Taxes w/held 10 Sep 10 Payroll, ref #84804, Verif Code #42	\$5,529.69
0	748	IRS USA TAXPAYMENT	9/13/2010	FICA & FED Taxes w/held 10 Sep 10 Payroll, Ref #00048024	\$10,833.82
0	749	JOSEPH ZELLON	9/3/2010	Courier Mileage-August 16-31, 2010 Confirm #4B3BCJZ5	\$360.00
0	750	NIPSCO	9/10/2010	Wheatfield Utilites 8/2/10-8/31/10 Online Confirmation #7B2B9J26	\$1,728.55
0	751	NORTHWESTERN INDIANA TE	9/10/2010	DeMotte Local Telephone Service-September Confirm #TBMJTJ6H	\$171.17
0	752	TOWN OF DEMOTTE	9/10/2010	Sewer-Aug @ DeM.	\$69.80
0	753	TOWN OF WHEATFIELD SEW	9/9/2010	Sewer @ Wh. Lib-Sept-Confirm #XBDB3J26	\$56.65
0	754	PAYROLL	9/10/2010	PAYROLL	\$48,082.64
29721	755	A.M. Best Company, Inc.	9/13/2010	Books	\$321.90
29722	756	ANDREA DAVID	9/13/2010	Refunded pd lost item returned	\$8.99
29723	757	ANDRIANA GONZALEZ	9/13/2010	Refunded Pd lost item returned	\$15.99
29724	758	ANGELA BARTON	9/13/2010	Mileage: AV Shopping	\$44.50
29725	759	ANTHEM BLUE CROSS BLUE	9/13/2010	Medical/Dental/Presc Ins. Premium-19 employees, September 2010	\$9,529.69
29726	760	BAKER & TAYLOR	9/13/2010	Books, Continuations, AV, Auto Your Series	\$11,779.91
29727	761	BAKER & TAYLOR ENTERTAIN	9/13/2010	DVD's	\$134.24
29728	762	OFFICE OF THE BURSAR BAL	9/13/2010	Patron Lost ILL book ILL#67814704	\$70.95
29729	763	BARNES & NOBLE	9/13/2010	Books, Audiobooks	\$104.66
29730	764	BOOKPAGE	9/13/2010	Magazine	\$432.00
29731	765	BORDERS	9/13/2010	Books, DVDs, Audio CDs	\$417.18
29732	766	BRENDA THOMPSON	9/13/2010	Mileage: B2B, Bag Stuffing & Delivering	\$77.45
29733	767	BRENT HOFFMAN	9/13/2010	Lawn Mowing, Mulching	\$230.00
29734	768	BRIAN WILSON	9/13/2010	Refunded Lost item pd and then returned	\$6.99
29735	769	CAPITAL ONE BANK (USA), NA	9/13/2010	Books, DVD's, DeM Juvenile Supplies, Flash Drives, Lodging and Expenses for CYPD, Photo Album for Historical Clippings, Resurfacing Fluid, Expenses to Counterparts Mtg	\$2,850.14
29736	770	CARDINAL OFFICE PRODUCT	9/13/2010	Mtnce Contract 4/21/10-7/21/10, DeMotte Workroom Copier DC 425n	\$354.18
29737	771	CAROLYNN DeVRIES	9/13/2010	Mileage: Basic Literacy Mtg	\$10.00
29738	772	CENTRAL STATES SALES CO	9/13/2010	External Light Bulbs	\$52.50
29739	773	CENTURYLINK	9/13/2010	Local phones-Rens. Lib, September	\$377.86
29740	774	CULLIGAN OF KOUTS	9/13/2010	Water & Cooler Rental-SEP.-Wh. Lib.	\$9.95
29741	775	DAVIDSON TITLES INC.	9/13/2010	Books	\$69.56
29742	776	DEMCO	9/13/2010	Norbond Liquid Plastic, Label Protectors, Color Dot Labels, Rotating Magazine Holder, Book Jackets, Tape, Classification Labels, DVD's	\$791.85
29743	777	DUCKWALL-ALCO STORES, IN	9/13/2010	Bandanas and Batteries for Town & Country Days	\$20.52
29744	778	ENA SERVICES LLC	9/13/2010	Charge for Internet Access	\$873.39
29745	779	EVELYN BRISTOL	9/13/2010	Candy for Town & Country Parade, Mileage: Mgmt Mtg, Gumdrop Book Reps., CYPD Conference	\$185.12
29746	780	FLEX-PAC INC	9/13/2010	Paper Towels, Gloves	\$254.66
29747	781	GALE	9/13/2010	Books	\$103.04

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29748	782	GUMDROP BOOKS	9/13/2010	Books	\$3,208.70
29749	783	HERITAGE OFFICE PRODUCT	9/13/2010	Nametags (D. Havens)	\$11.50
29750	784	HIGHSMITH CO. INC.	9/13/2010	Bookmarks, Book Tape, 4 Shelf Cabinet	\$67.36
29751	785	HIPOLITO PADRON	9/13/2010	Refunded Pd Lost Item- returned	\$18.99
29752	786	INDIANA LIBRARY FEDERATIO	9/13/2010	Insurance & Benefits Seminar (Stringfellow & Evans)	\$116.00
29753	787	INGRAM	9/13/2010	Books	\$13.71
29754	788	INSPIRATIONAL DISTRIBUTOR	9/13/2010	Books	\$25.04
29755	789	INTELLIGENT CLEANING SYS	9/13/2010	Toilet Tissue, Multi-Fold Towels, Strobe Cleaner	\$289.86
29756	790	JAMES R. LITTLE	9/13/2010	Electrical Connectors for Light Fixture Repairs	\$5.19
29757	791	KANKAKEE VALLEY PUBLISHI	9/13/2010	Legal Ad for 2011 Budget	\$197.64
29758	792	KIRBY RISK CORPORATION	9/13/2010	Electric Receptacles @ DeM	\$70.00
29759	793	LINDA POORTENGA	9/13/2010	DVDs, Mileage: B2B, Branch Counterparts	\$124.38
29760	794	LINDA THOMPSON	9/13/2010	DVD's	\$80.79
29761	795	LINDA VANDERMOLEN	9/13/2010	Refunded pd Lost item & then returned	\$40.00
29762	796	M. LEE SMITH PUBLISHERS L	9/13/2010	IN Employment Law Letter Subscription - shared subscription	\$377.00
29763	797	MIDAMERICA BOOKS	9/13/2010	Books	\$331.00
29764	798	MIDWEST COLLABORATIVE F	9/13/2010	Content DM suport	\$1,202.00
29765	799	MIDWEST TAPE	9/13/2010	DVDs	\$102.93
29766	800	NANETTE SPEACHT	9/13/2010	DVDs	\$29.98
29767	801	OFFICE DEPOT	9/13/2010	Toner, Construction Paper, CD Folders, Correction Tape, Urinal Screen Kleen, Ink Cartridge	\$274.54
29768	802	OSBY WATER CONDITIONING	9/13/2010	Labor: Took Head Apart and cleaned out Iron Deposits	\$75.00
29769	803	PATTY STRINGFELLOW	9/13/2010	Mileage: Director's Mtg, ILF Marketing Conference, Town & Country Parade, Assist. Landscaping, Branch Visit	\$221.00
29770	804	PEGGY WOODS	9/13/2010	DVD's, Wheatfield Supplies, DVD Rack, Mileage: AV shopping, return DVD	\$380.72
29771	805	POSTMASTER	9/13/2010	Stamps: 100-\$1.00, 100-\$.98, 100-\$.78, 100-\$.17, 60- \$.10, 60-\$.05, 60-\$.04, 60-\$.02	\$305.60
29772	806	PRECISION CONTROL SYSTE	9/13/2010	Flow Problem, Pump not making switch, unable to dial up system, Believe problems isolated to pump. Water leaking from ceiling in main mtg room on 2nd floor, Found middle south fan motor not working, will order new. Qtly Mtnc-DeM & Rens.	\$2,623.88
29773	807	PRECISION GLASS	9/13/2010	2-Replacement Thermopane Windows @ DeM.	\$402.50
29774	808	PROQUEST LLC	9/13/2010	Replaced Missing Microfilms-DeM (1/1983-12/1993 less y1985), Microfilming of Rens. Republican Apr-Jun 2010.	\$1,582.17
29775	809	JASPER COUNTY CES ED. FU	9/13/2010	Books	\$24.00
29776	810	QWEST	9/13/2010	Long Distance Service-Rens,DeM, Wh- 8/3-8/31	\$29.41
29777	811	RACHAEL CAVINDER	9/13/2010	Mileage: Deposits, AV Shopping	\$38.00
29778	812	RECORDED BOOKS, LLC	9/13/2010	Audiobooks & OCLC NetLibrary Online Database	\$3,235.40
29779	813	RELIABLE EXTERMINATORS, I	9/13/2010	Kaput Mole Exterminator - DeM Lib	\$16.50
29780	814	SCHOLASTIC LIBRARY PUBLI	9/13/2010	Books	\$54.56
29781	815	SUE TOBIAS	9/13/2010	Mileage: Deposits, Post Office Deliver ILL, Courthouse Deliver Budget	\$7.75
29782	816	SUNRISE PACKAGING INC.	9/13/2010	CD/DVD Albums (12 & 24 disc sleeves)	\$369.04
29783	817	THOMSON WEST	9/13/2010	Continuation Legal Forms	\$133.00
29784	818	THE LIBRARY CORPORATION	9/13/2010	LS2 Package, implementation, & 2nd Year Support (9/11-8/12)	\$5,100.00
29785	819	TODD W. LUKE	9/13/2010	Faucet Hole Cover (Rens Staff Kitchen), Kitchen Faucet & Supply Lines, Box Fan for DeM Lib	\$66.61
29786	820	UNIQUE MANAGEMENT SERVI	9/13/2010	Collections: July/August Initial & July Secondary Placements	\$293.91
29787	821	VISION SERVICE PLAN- (IN)	9/13/2010	Vision Premium-Sep 2010	\$200.92
29788	822	WAL-MART COMMUNITY/GEM	9/13/2010	DVDs, Coffee, popice, folders, copy paper, dust remover, envelopes	\$1,285.01
29789	823	WASTE MANAGEMENT	9/13/2010	Trash pick-up-DeM. Lib Sept	\$50.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29790	824	WILCO COUNTY MARTKET	9/13/2010	Expenses for Mgmt Mtg	\$25.38
29791	825	YVONNE DEL VECCHIO	9/13/2010	Mileage: Walking books, Health Fair	\$36.50
29792	826	TRU-GREEN LIMITED PARTNE	9/13/2010	Bagworm application @ DeM. Lib.	\$103.95
29793	827	JASPER COUNTY HISTORICAL	9/13/2010	Vintage Views #17	\$10.00
Total Amount of Claims					\$120,636.04

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 08, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$120,636.04

Date this 13th day of September, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OCT.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 11, 2010, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10)

General Business

Wheatfield Library Roof (R 55)	Discussion
Budget 2011 Adoption (R 55)	Action
Board By-Laws (R 55)	Action
Technology Plan 7/1/11 to 6/30/14 (R 55- R 56)	Action
Advanced Tax Draw Resolution (R 56)	Action
2011 Slate of Officers (R 56)	Information

Director's Report (R 55–R 59)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

September 13, 2010
Wheatfield Library

Present: Susan Deardorff, Timothy Schultz, Mari Anne Sayler, Natalie Waling, Janet Umlauf, Deana George, Patricia Stringfellow, Gail Evans, Kent Mahnesmith, Luther Mock, Diana Kooy, & Rachael Cavinder.

Absent: Jody Melton

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the August Board Meeting Minutes, bills/financial reports, revised Mobile Computer Lab Policy as presented, workshop attendances, and blanket approval for HR-related staff to attend workshops offered by SHRM were approved on a motion by S. Deardorff and seconded by N. Waling. Motion passed.

2011 Budget Hearing: No one in attendance expressed concern about the budgets.

Wheatfield Library Roof: Luther Mock, who is viewed as an expert in the architectural community on building exteriors and roofing systems, presented a concise report outlining the issues he has found with the Wheatfield roof. His onsite investigation earlier this summer, review of construction drawings and specifications, communications with the library director, and review of related documents revealed several issues. He reported that the roof has 3-tab strip shingles and observed random areas of slight buckling termed "fish-mouthing" caused by underdriven nails that do not allow for upper and lower shingle to engage the self-seal adhesive. This condition makes the tabs vulnerable to wind blow-off and wind-driven water penetration allowing for the possibility of a leak source. 2) His investigation revealed plywood sheathing in some areas has buckled with such force that it has caused the nails in the trusses to withdraw and 'H' side clips to straighten. This buckling is caused by high moisture content in the plywood when it expands and then decreases as it responds to the moisture in it. It is his contention that the sheathing was possibly unprotected at some point during construction and before shingle installation. Through various communications with construction vendors he learned that the plywood was delivered 7 months before installation of sheathing was completed. 3) Ventilation is inadequate in the attic area, although it did meet minimum roofing code requirements. He also observed very little light penetrating through the vents that would indicate they are blocked possibly with blown insulation. No baffles were visual.

He offered recommendations to each problem and commented that doing nothing is also an option but future shingle performance would need to be considered as well as aesthetics. His recommendations include: 1) Shingle buckling can be fixed by tediously slipping a heavy gauge sheet metal over and under the shingle tabs and hammering over the nail heads and then hand-seal the seal strips that were disturbed. 2) He described how to correct the plywood sheathing buckling in detail in his report. This is a very painstaking procedure requiring identifying the location inside the attic area. A 2x6 wood block would be added between the top chord of the truss at sheathing joint with wood screws and simultaneously being pushed down from the exterior to push back in place. 3) To increase ventilation soffit vents and baffles need to be opened up to allow for air passage. More baffles, additional thermostatic or humidity controlled mechanical ventilation, and/or attic fans could also be considered. When asked how much more damage can we expect to see in the future, Mr. Mock stated that he believes any damage that can occur already has happened.

The board, director, and our attorney will review L. Mock's report and discuss a plan of action at the next board meeting with K. Mahnesmith in attendance.

Wheatfield Annual Librarian Reports: Childrens Specialist, Rachael Cavinder, recapped the year's programs for youth services. She is happy to have a 21 hr/week employee to assist her with the children programs and events. Every month they offer several programs to a variety of age groups. Summer Reading is their busiest time. Her department does onsite and off-site programs. Throughout the year as an added feature, they occasionally have volunteer speakers come in to present a program. One of the projects they have created is a "Series" box for both juvenile and young adult collections. They have also begun 'book bundles' that feature fiction and non-fiction books on the same topic to interest young adult students to read both types of materials. They have several salespersons visit the library who sell books each in a different genre. R. Cavinder also served as a JA volunteer teacher for a Wheatfield 3rd grade class.

Diana Kooy, Wheatfield Branch Manager, provided the board with a list of adult program and movies offered, book discussions, Wheatfield Friends of Library purchases, and fundraising activities they have enjoyed since her last annual report. The "Series" box is also used for adult and inspirational books. It lists the author's last name, the series, and the location of an item in a series list. The art wall will be changing its featured artist bi-monthly soon rather than monthly. The Coffee Café now offers individual specialty coffee flavors thanks to the new Keurig coffee maker system the Friends purchased for them. This eliminates throwing out unused coffee, eliminating waste, and saves money. The geocache is getting a couple of 'finds' each month. D. Kooy was also fortunate to attend the PLA convention in Portland this year gaining valuable programming ideas some of which she has already initiated at Wheatfield Library. D. Kooy has become a bit more involved with chamber activities on behalf of the library. Community service workers are doing juvenile book cleaning and assisting with some outdoor weeding.

By-Law Amendment: Effective Jan 2011 the Indiana Library Standards require Board By-Laws to include rules for nepotism and conflict of interest. The by-laws were revised to be compliant. D. George proposed that we amend the bylaws as presented. Proposal was seconded by J. Umlauf. The Amendment will be put to a vote at the next board meeting as required by the library's By-Law.

Director's Report: P. Stringfellow reported that the young man who stole the Milroy items was on probation at the time of theft. He pled guilty to a Class D felony and was sentenced to 1-1/2 yrs imprisonment with 1 yr suspended (credited for time already served), charged a \$10 fine, and must pay court costs within 90 days. He is also banned from the library. This includes all JCPL locations.

As an advocate for the library, J. Melton reviewed the drainage plans for the Wheatfield bowling alley and subdivision west of the library and learned that the drainage plans were approved but not implemented according to the specs. The surveyor will be contacting Don Myers (Wheatfield Bowling Lanes) to construct a berm to keep water on his property. The JCWS will be pleased with this turn of events and desire to continue in developing the wetland more fully.

The Rensselaer Library will be receiving an indeterminate sum from the Giving Circle through the Jasper Foundation to assist in purchasing an oak cabinet to house our Milroy collection. We will learn at a special luncheon for recipients in October the exact amount.

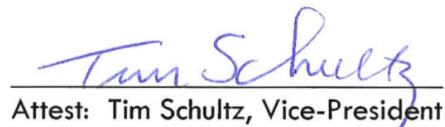
P. Stringfellow shared information on two continuing education opportunities for the Board - On Saturday, October 23rd, board members may attend a Dan Cain workshop for trustees at the Westchester Public Library in Chesterton from 10:00-3:00. A NILBA Dinner/Meeting will be held on Tuesday, November 30th, at the Stardust Casino in Michigan City. Doug Archer will speak on intellectual freedom. Please notify P. Stringfellow if you wish to attend either of these events.

P. Stringfellow contacted the Friends of the Sands about assisting us with the development of the Wheatfield Landscaping. They have a meeting tonight and will be discussing what they may be able to do for us. They are aware that a landscape plan has been created by Purdue college student, Allison Klicek, and that the library wishes to use the plan or a variation of the plan. We also wish to tighten up the beds. We hope to continue to work with JCSW and believe they are interested as well.

Future Agenda Items: Wheatfield Roof, Wheatfield Landscape.

Adjournment: With no further matters for discussion the meeting was adjourned at 7:40 PM on a motion by M. Saylor, seconded by N. Waling.


Susan Deardorff, Secretary


Attest: Tim Schultz, Vice-President

CIRCULATION BY HOLDINGS CODE
September 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	6	0	0	6
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	7	0	0	7
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	48	6	1	55
Books on CD (DBKCD)	150	4	5	159
Books on Tape (DBKT)	8	1	0	9
Compact Disc (DCD)	391	16	3	410
Digital Audiobooks (DDA)	4	0	0	4
DVD (DDVD)	1507	7	3	1517
Equipment (DEQP)	154	0	0	154
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	52	0	0	52
Fiction (DFIC)	989	33	28	1050
Fiction Fantasy (DFICF)	11	0	2	13
Fiction Mystery (DFICM)	132	11	5	148
Fiction New (DFICNEW)	396	23	10	429
Fiction Science Fiction (DFICSF)	13	1	0	14
Fiction Western (DFICW)	17	0	0	17
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	59	1	0	60
Hanging Bags (DHANG)	17	0	1	18
ILL (DILL)	52	0	0	52
Internet (DINTER)	1408	0	0	1408
Juv. Audio book (DJAUDB)	22	3	3	28
Juv. Biography (DJBIO)	19	4	0	23
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	74	0	0	74
Juvenile Easy (DJE)	726	33	16	775
Juv. Easy Non-fiction (DJENF)	80	1	0	81
Juv. Easy Reader (DJER)	363	11	6	380
Juv. Fiction (DJFIC)	276	10	22	308
Juv. Holiday books (DJHOL)	66	5	4	75
Juv. Magazine (DJMAG)	61	0	1	62
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	351	11	17	379
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	174	1	1	176
Large Print Fiction (DLPF)	164	7	1	172

Large Print Nonfic (DLPNF)	15	0	0	15
Magazine (DMAG)	796	1	8	805
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	18	3	0	21
Nonfiction 100 (DNF100)	15	1	0	16
Nonfiction 200 (DNF200)	42	1	0	43
Nonfiction 300 (DNF300)	81	2	1	84
Nonfiction 400 (DNF400)	9	0	0	9
Nonfiction 500 (DNF500)	58	0	0	58
Nonfiction 600 (DNF600)	230	10	8	248
Nonfiction 700 (DNF700)	90	6	0	96
Nonfiction 800 (DNF800)	24	1	0	25
Nonfiction 900 (DNF900)	52	3	3	58
Nonfiction DVD (DNFDVD)	59	1	0	60
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	103	4	2	109
Nonfiction VHS (DNFVHS)	12	0	0	12
Oversize (DOVER)	0	0	2	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	9	0	0	9
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	30	0	0	30
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	172	2	0	174
YA Audio book (DYAUSB)	4	1	1	6
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	202	9	8	219
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	6	1	1	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	34	2	0	36
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	11	30	1	42
Books on CD (RBKCD)	3	162	1	166
Books on Tape (RBKT)	0	34	0	34
Compact Disc (RCD)	4	355	0	359
Digital Audiobooks (RDA)	0	5	0	5
DVD (RDVD)	17	2282	9	2308
Equipment (REQP)	0	85	0	85
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	41	0	41
Fiction (RFIC)	26	770	24	820
Fiction New (RFICNEW)	20	377	13	410
Genealogy (RGENE)	0	4	0	4
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	2	160	2	164
Hanging Bag (RHANG)	0	32	0	32
ILL (RILL)	3	80	0	83
Internet (RINTER)	0	2140	0	2140
Juv. Audio book (RJAUDB)	0	11	1	12
Juv. Biography (RJBIO)	0	39	0	39
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	18	0	18
Juvenile Easy (RJE)	9	859	7	875
Juv. Easy Non-fiction (RJENF)	0	134	1	135
Juv. Easy Reader (RJER)	0	289	1	290
Juv. Fiction (RJFIC)	14	510	3	527
Juv. Magazine (RJMAG)	0	43	0	43
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	678	6	688
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	140	0	141
Large Print Fiction (RLPF)	8	208	2	218
Large Print Nonfic (RLPNF)	0	13	0	13
Magazine (RMAG)	0	390	1	391
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	4	17	0	21
Non-Fiction 100 (RNF100)	2	22	2	26
Non-Fiction 200 (RNF200)	3	24	1	28
Non-Fiction 300 (RNF300)	5	75	5	85
Non-Fiction 400 (RNF400)	1	8	1	10
Non-Fiction 500 (RNF500)	1	24	0	25
Non-Fiction 600 (RNF600)	27	256	11	294
Non-Fiction 700 (RNF700)	2	87	1	90
Non-Fiction 800 (RNF800)	4	31	2	37
Non-Fiction 900 (RNF900)	4	63	1	68
Nonfiction DVD (RNFDVD)	0	71	1	72
Nonfiction (RNFIC)	0	2	0	2
Nonfiction new (RNFNEW)	9	191	12	212
Nonfiction VHS (RNFVHS)	0	14	0	14
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	17	0	17
Software (RSWAR)	0	86	0	86
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	50	0	50
YA Audio book (RYAUDB)	0	15	0	15
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	22	228	9	259
YA Music CD (RYACD)	1	155	6	162

YA Nonfiction (RYANF)	0	29	2	31
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	4	0	4
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	2	15	22
Books on CD (WBKCD)	8	17	151	176
Books on Tape (WBKT)	0	0	4	4
Compact Disc (WCD)	5	9	414	428
Digital Audiobooks (WDA)	0	0	3	3
DVD (WDVD)	10	15	1897	1922
Equipment (WEQP)	0	0	41	41
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	29	29
Fiction (WFIC)	34	35	356	425
Fiction Fantasy (WFICF)	1	0	6	7
Fiction Mystery (WFICM)	3	3	93	99
Fiction New (WFICNEW)	34	16	320	370
Fiction Science Fiction (WFICSF)	0	1	17	18
Fiction Western (WFICW)	0	0	7	7
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	2	33	35
Hanging Bags (WHANG)	0	0	34	34
ILL (WILL)	0	3	30	33
Internet (WINTER)	0	0	883	883
Juv. Audio book (WJAUDB)	0	1	16	17
Juv. Biography (WJBIO)	0	2	9	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	0	1	19	20
Juvenile Easy (WJE)	22	24	762	808
Juv. Easy Non-fiction (WJENF)	0	4	83	87
Juv. Easy Reader (WJER)	5	4	207	216
Juv. Fiction (WJFIC)	15	21	281	317
Juv. Magazine (WJMAG)	0	0	32	32
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	14	284	308
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	3	157	162
Large Print Fiction (WLPF)	15	5	94	114
Large Print Nonfic (WLPNF)	0	2	10	12
Magazine (WMAG)	2	3	356	361
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	0	0	14	14
Non-Fiction 200 (WNF200)	4	2	16	22
Non-Fiction 300 (WNF300)	4	0	39	43
Non-Fiction 400 (WNF400)	0	0	8	8
Non-Fiction 500 (WNF500)	2	0	22	24
Non-Fiction 600 (WNF600)	5	2	152	159
Non-Fiction 700 (WNF700)	6	5	75	86
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	5	0	65	70

Nonfiction DVD (WNFDVD)	1	0	81	82
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	5	5	87	97
Nonfiction VHS (WNFVHS)	0	0	5	5
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	2	2	29	33
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	1	173	174
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	11	12
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	22	4	178	204
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	0	27	29
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10309	11810	7926	30045

CIRCULATION BY HOLDINGS CODE
September 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	6	0	0	6
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	7	0	0	7
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	64	38	17	119
Books on CD (BKCD)	161	183	157	501
Books on Tape (BKT)	8	35	4	47
Compact Disc (CD)	400	380	417	1197
Digital Audiobooks (DA)	4	5	3	12
DVD (DVD)	1534	2304	1909	5747
Equipment (EQP)	154	85	41	280
See librarian (ERR)	0	0	0	0
Express Book (EXP)	52	41	29	122
Fiction (FIC)	1049	838	408	2295
Fiction Fantasy (FICF)	12	0	8	20
Fiction Mystery (FICM)	135	14	98	247
Fiction New (FICNEW)	450	416	343	1209
Fiction Science Fiction (FICSF)	13	2	17	32
Fiction Western (FICW)	17	0	7	24

Genealogy (GENE)	0	4	0	4
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	61	163	35	259
Hanging Bags (HANG)	17	32	35	84
ILL (ILL)	55	83	30	168
Internet (INTR)	1408	2140	883	4431
Juv. Audio book (JAUDB)	22	15	20	57
Juv. Biography (JBIO)	19	45	9	73
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	74	19	19	112
Juvenile Easy (JE)	757	916	785	2458
Juv. Easy Non-Fiction (JENF)	80	139	84	303
Juv. Easy Reader (JER)	368	304	214	886
Juv. Fiction (JFIC)	305	541	306	1152
Juv. Holiday (JHOL)	66	5	4	75
Juv. Magazine (JMAG)	61	43	33	137
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	365	703	307	1375
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	177	144	158	479
Large Print Fiction (LPF)	187	220	97	504
Large Print Nonfic (LPNF)	15	15	10	40
Magazine (MAG)	798	394	365	1557
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	22	20	3	45
Non-Fiction 100 (NF100)	17	23	16	56
Non-Fiction 200 (NF200)	49	27	17	93
Non-Fiction 300 (NF300)	90	77	45	212
Non-Fiction 400 (NF400)	10	8	9	27
Non-Fiction 500 (NF500)	61	24	22	107
Non-Fiction 600 (NF600)	262	268	171	701
Non-Fiction 700 (NF700)	98	98	76	272
Non-Fiction 800 (NF800)	28	32	5	65
Non-Fiction 900 (NF900)	61	66	69	196
Non-Fiction DVD (NFDVD)	60	72	82	214
Nonfiction (NFIC)	0	2	1	3
Nonfiction New (NFNEW)	117	200	101	418
Nonfiction VHS (NFVH)	12	14	5	31
Oversize (OVER)	0	1	2	3
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	9	0	0	9
Reference (REF)	58	83	27	168
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	17	2	30
Software (SWAR)	32	88	29	149
Vertical File (VF)	1	3	2	6

VHS	172	53	173	398
YA Audio book (YAUDB)	4	16	1	21
YA Biography (YAB)	0	2	0	2
YA Books on CD (YABKCD)	0	1	11	12
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	246	241	195	682
YA Music CD (YACD)	4	155	6	165
YA Nonfiction (YANF)	8	30	30	68
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	34	6	0	40
				0
Free reads	300	331	113	744
Games/Puzzles	6	7	0	13
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10673	12231	8066	30970

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2249	1868	1120	5237
Nonfiction	1018	1086	623	2727
CHILDREN'S BOOKS				
Fiction	1620	1905	1463	4988
Nonfiction	539	892	404	1835
YA BOOKS				
Fiction	307	404	230	941
Nonfiction	8	32	30	70
Magazines, Adult	798	394	365	1557
Magazines, Children	61	43	33	137
Sound Recordings, adult	577	620	593	1790
Sound Recordings, ch	117	221	81	419
Online databases	0	0	0	0
Software	32	88	29	149
Vertical file	1	3	2	6
VHS/DVD	1778	2443	2169	6390
Equipment	154	85	41	280
Total	9259	10084	7183	26526
A-V Circulation	2504	3372	2872	8748
A-V Circulation as % of total	27.0%	33.4%	40.0%	33.0%

September 2010

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
						ADULT BOOKS
19,575	19,662	11,386	11,415	13,166	13,088	Fiction
18,253	18,346	19,656	19,724	10,009	10,028	Nonfiction
						CHILDREN'S BKS
13,574	13,627	11,230	11,242	9,500	9,550	Fiction
8,948	8,958	6,078	6,065	5,280	5,283	Nonfiction
						YA BOOKS
2,412	2,424	2,396	2,393	1,982	2,002	Fiction
495	495	699	697	186	186	Nonfiction
						0 Magazines,Adult
						0 Magazines, Child
0	0	20	20	0	0	Games, Toys
2,848	2,863	3,333	3,364	3,139	3,163	Sound Rec/Adult
634	635	487	493	639	660	Sound Rec/Child
25	25	16	16	1	1	Online Databases
351	351	354	354	181	181	Software
3	3					Vertical Files
3,491	3,566	4,526	4,635	2,754	2,823	VHS/DVD
118	118	142	142	57	57	Equipment
70,727	71,073	60,323	60,560	46,894	47,022	TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	209	45	183	40	303	66	695	151
LOCAL HISTORY								
In person	3	1	2	1	2	1	7	2
Letters written	3	3	4	4	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1408	59	2140	89	883	37	4431	185
Computer software used	316	26	187	16	94	8	597	50
VCR Use	0	0	0	0	2	0	2	0
Microforms	2	0	2	0	0	0	4	1
CD ROM/Online databases	168	14	261	22	138	12	567	47
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	3	1	0	0	0	0	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	24	24	6	4	0	0	30	20
Notarized documents	0	0	0	0	4	1	4	1
Meeting Room Use (no. of group)	43	14	51	17	34	11	128	43
Study room use	18	2	15	1	17	1	50	4
Proctoring	0	0	2	1	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	72		423		143		638	
WIRELESS USE via patron owned pcs	159		203		103		465	
SELF-CHECKOUT USE	269		1305		550		2124	
INTERLIBRARY LOANS								
Requests made for:	102	26	60	15	53	13	215	54
Items rec'd for:	58	29	83	42	27	14	168	84
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8621	8696	4879	22196
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	421	438	97	956
Number of New Patrons Added	64	96	108	
Number of Patron Cards Expired	5	0	1	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	0	0	0	0	1	6
Children's Programs (0-13)	10	60	17	102	13	78	40	240
Number attending	392		227		431		1050	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	5		3		1		9	
Adult Programs	2	12	4	24	2	12	8	48
Number attending	153		61		81		295	
Senior Citizen Programs	7	42	6	36	4	24	17	102
Number attending	109		51		52		212	
Total Number of Programs	20	120	28	168	19	114	67	402
Total Persons Attending	659		342		565		1566	
Total Attending Same Month Last	672		489		528		1689	
Total Staff Hours Spent		364		419		277	1060	1052
Total Number of In-House Program	15		26		15		56	
Total Attendance	571		286		329		1186	
Total Number of Outreach Program	5		2		4		11	
Total Attendance	88		56		236		380	

CIRCULATION BY PATRON CODE

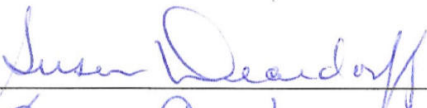
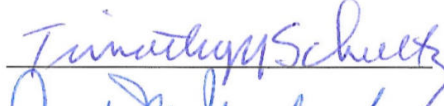
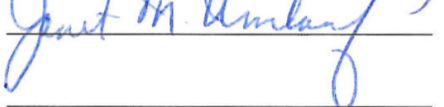
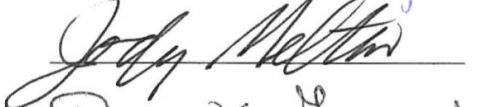
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6636	72.1%	6544	65.4%	4675	65.3%	17855	67.7%
Corporate	0	0.0%	63	0.6%	0	0.0%	63	0.2%
Juvenile 0-11	207	2.2%	554	5.5%	221	3.1%	982	3.7%
Juvenile-AV	1222	13.3%	1117	11.2%	1269	17.7%	3608	13.7%
Nonresident No Fee	103	1.1%	175	1.7%	82	1.1%	360	1.4%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	28	0.3%	0	0.0%	28	0.1%
Reciprocal Adult	319	3.5%	166	1.7%	91	1.3%	576	2.2%
Reciprocal Juvenile	0	0.0%	23	0.2%	0	0.0%	23	0.1%
Reciprocal Juvenile AV	13	0.1%	19	0.2%	0	0.0%	32	0.1%
Reciprocal YA	3	0.0%	0	0.0%	0	0.0%	3	0.0%
Reciprocal YA AV	0	0.0%	11	0.1%	8	0.1%	19	0.1%
School	0	0.0%	14	0.1%	0	0.0%	14	0.1%
School AV	0	0.0%	9	0.1%	0	0.0%	9	0.0%
St. Joseph College	0	0.0%	41	0.4%	0	0.0%	41	0.2%
Staff	420	4.6%	715	7.1%	593	8.3%	1728	6.6%
Walking books	60	0.7%	38	0.4%	0	0.0%	98	0.4%
YA 12-17	75	0.8%	83	0.8%	21	0.3%	179	2.9%
YA-AV	149	1.6%	407	4.1%	196	2.7%	752	2.9%
Total	9207		10007		7156		26370	
 All items borrowed by nonresidents	 438	 4.8%	 486	 4.9%	 181	 2.5%	 1105	 4.2%

**Salary Ordinance 2010
Updated 10/11/10**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Denise Havens	Clerk		10/1/10	24	D

Denise Havens has been a DeMotte Clerk for 8 years. Another DeMotte Clerk, Kimberly Sutton resigned her position in August as she had accepted another job that offered more hours. Upon Kimberly's resignation we posted her vacated clerk position (a 12 hour position) in-house. Denise Havens applied for the open position desiring to add the 12 hours to her existing 12-hour clerk position. So her total hours have increased to a total of 24 hours effective 10/1/10. Her rate of pay remains the same.

We have examined and approved the changes to the 2010 Jasper County Public Library Salary Ordinance. Dated 10/11/10

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 11th DAY OF October, 2010.

NAY

AYE

Susan Deardoff
Natalie A. Walsing
Jody Melton
Deana K. George
Timothy H. Scheetz
Janet M. Humlauf

ATTEST:

Susan Deardoff

Secretary of the Jasper County Public Library Board

Computer and Typewriter Use Policy

The library provides computers which allow access to a variety of electronic resources, including research resources, productivity software, children's games, the Internet, and the library catalog. These computers are available for use by all patrons. Regarding Internet use, certain age restrictions apply (See Internet Use Policy). Children unable to work independently must be accompanied by an individual who is able to work independently and can quietly assist them.

Patrons are welcome to use their personal laptops and other personal computing devices in the library. Patrons may connect personal equipment only to the wireless network, or to ports designated for such use. If necessary, patrons may plug their devices into a library electrical power source so long as they do not pose a safety hazard for others. All patrons using the Internet, wired or wireless, are subject to the terms of the library's Internet Use Policy.

The library staff can provide limited assistance in computer use.

Headphones are available for use. The volume of audio programs must be kept low enough that other patrons are not disturbed.

There is no charge for printing from the library catalog. All other printing, including printing from online databases, costs 10 cents per printed page.

Multi-Use Computer time limits:

To promote equitable access to the Internet, the library utilizes time management software for all designated Multi-Use computers. To access these computers, JCPL library patrons must use his or her own library card number; guests may receive a temporary number from circulation desk staff. ~~Time limits vary by library branch.~~

All other patron computer time limits:

Time limits vary by library branch.

Staff may also take other measures to manage computer use time including (but not restricted to) reserving computers for individuals or groups with specific needs.

Only games currently installed on the children's computers may be played; staff cannot install other games, even those in our circulating collection.

Covered drinks are allowed near library computers.

The library also provides typewriters for patron use in the library.

No abuse of equipment or software will be tolerated. Loss or damage to the computers, peripheral equipment or library software will be paid for by the patron or responsible party.

Library staff has the right to restrict usage for those persons who do not use the equipment responsibly, do not abide by the regulations of the library, and/or do not abide by the specific rules for use of the computers.

JCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using JCPL's computing resources. This includes damage or injury sustained from invasions of the user's privacy.

8/06; revised 10/08; revised 10/10



It is time for Hoosiers to educate themselves, do research, and look deeper into the tax caps issue before they are asked on Nov. 2 to permanently place tax caps into the state's constitution. Start with reading this article, then investigate the issue further, learn what has happened in other states, talk to your neighbors and learn about tax cap realities. Additionally, learn what happened in California, Massachusetts and Michigan as a result of their tax cap initiatives. Here are some issues to consider:

- **Myth:** While the word "caps," may entice property owners into thinking their taxes won't increase, that is not the case. It is a cap on the taxes paid relative to the assessed value of the home. The assessed value can still rise.
- **Truth:** While many property-tax initiatives are politically popular, they often mask a hidden truth: the revenue lost likely leads to increases in many other kinds of taxes and user fees.
- **Current:** You are reminded that caps are already in effect—they are *in statute*—having been enacted by the General Assembly. Libraries, schools, cities and towns, counties and other local units are already operating under the 1%, 2% and 3% limits. It is unnecessary to vote them into the Constitution.
- **Future:** Understand that if the amendment is approved by your vote on Nov. 2, it will take about five years to remove if, subsequently, it is judged to be too restrictive. We urge voters to appreciate the need for flexibility for all local government units.

Elected local officials, library directors, staff, educators and others involved in delivering necessary services at the local level have urged caution. The more prudent approach is to wait and see how significantly the statutory 1%, 2% and 3% caps impact the delivery of needed services.

- **Fact:** Everyone wishes for lower taxes but few want the consequent reductions in services. Citizens value good schools, good streets, quality libraries, emergency services, police protection and livable communities; property taxes are by far the most significant revenue stream which supports these services.
- **Consequence:** Placing tax caps into the constitution will result in some unintended consequences. You can expect user fees, fines, penalties, assessments and probably more regulatory fees to proliferate in your daily life due to loss of the revenue.
- The statutory caps have already resulted in local units experiencing decreases of millions of dollars for schools, libraries and other services. It is unnecessary to place the caps *permanently* in the Constitution.

California's Proposition 13 on tax caps ushered in many long-lasting problems. Property tax caps worked great for multi-million dollar homeowners in California (the same group who will come out ahead in Indiana), but the benefits came at the cost of a sharp decline in the quality of schools, libraries, parks, road repair and emergency services.

That is why it is important for YOU to do research and think about the result of your vote on Public Question #1 on the Nov. 2 ballot.

**JASPER COUNTY PUBLIC LIBRARY
INFORMATION TECHNOLOGY PLAN**

**7/1/11
Thru
6/30/14**

Creation Date: 8/9/2010

I. INTRODUCTION

The Jasper County Public Library sees technology as one means of providing its community with equal access to information in an age when information is power. This Information Technology Plan has been prepared as a way of achieving that vision. While intended to guide the Library in its choices and uses of technology through June 30, 2014, the Plan is not designed to act as a constraint to innovation or special opportunities. The Plan will, therefore, be reviewed and revised on an annual basis.

The Plan is divided into the following sections:

- ◆ Section I Introduction (p. 2)
- ◆ Section II The Library, Its Mission, and Its Goals (pp. 3-4)
- ◆ Section III Technology Vision and Guiding Principles (pp. 5-6)
- ◆ Section IV The Information Technology Plan (pp. 7-21)
 - 1 Enhance information resources and information delivery methods
 - 2 Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner
 - 3 Provide adequate staff to carry out the Information Technology Plan
 - 4 Provide for technology disaster recovery
 - 5 Enable independent patron use of electronic resources
 - 6 Determine library needs that are better met collaboratively
 - 7 Develop and maintain a funding strategy to fund the Information Technology Plan
- ◆ Section V Professional Development (p. 22-23)
- ◆ Section VI Needs Assessment (pp. 24-31)
 - 1 Needs Assessment Tools
 - 2 Present Technology at JCPL
- ◆ Section VII Budget (pp. 32-37)
- ◆ Section VIII Plan Evaluation (p. 38)

The original plan was developed according to the wishes of the Technology Plan Committee, consisting of representatives of Jasper County schools, businesses, media representatives and library staff. It was prepared with the assistance of Information Systems Consultants, Inc. The most recently revised plan was developed by the Systems Administrator and Library Director, with input from the Management Team and approved by the Board of Trustees.

II. THE LIBRARY, ITS MISSION, AND ITS GOALS

The Jasper County Public Library (JCPL) serves a population of approximately 27,947, with libraries in DeMotte, Rensselaer (headquarters), and Wheatfield. The DeMotte and Rensselaer Libraries, built in 1992, are approximately 17,000 square feet each. The Wheatfield Library, built in 2005, is approximately 14,900 square feet.

The Library has over 20,740 registered borrowers. Annual circulation is 348,687, an average of 17 titles per year per registered borrower. The collections total 172,159 items including 68,991 at DeMotte, 58,577 at Rensselaer, and 44,591 at Wheatfield.

The Library does not limit patrons to use of their own agency's collections; it shares materials freely among the three locations. Approximately 9,081 such intra-library loans occur each year. There is daily courier service to facilitate the movement of materials. In addition, the Library borrows over 2,200 items a year from other libraries through interlibrary loan. Turnaround time for interlibrary loan is approximately 1.5 weeks. The Library also uses fax machines to move information quickly among the agencies and with other libraries. The Library has an Internet homepage that offers online access to our Library events calendar, local information and history, library catalog, and links guiding Internet users to useful websites and databases. All staff computers and 32 public computers have Internet access. In addition, a wide-area network allows patrons at all three libraries to access valuable databases accessible through the library's servers and online. This network also allows staff to share files with each other, to print to network printers, and to exchange e-mail. At each library we have a wireless network that offers patrons the opportunity to bring their laptops or other portable devices to the library and access the Internet. Self-checkout kiosks provide patrons with independent access to library materials if they desire. Full service checkout is still available.

JCPL's Mission and Long Range Goals

The overall **mission** of JCPL is to inform, enrich and empower our diverse community.

The Library's long-range **goals** include:

- The Library will provide the community with a trained and highly motivated staff with diverse skills who contribute to the achievement of library goals.
- The Library will reach out to the community to increase awareness of its products, resources, and services and communicate that it is always growing and changing with the needs of those it serves.
- The Library will operate and maintain facilities based on the changing role of the library and the needs of the community.
- The Library will provide and expand products, services, and programs to meet the needs of the community.

In each area of focus community need, funding, and technology will be important considerations.

As with any journey, we recognize there will be twists and turns along the way and perhaps a need to change course. We recognize that a Long Range Plan is a living, breathing document, as dynamic as the community we serve. To help us stay on course and also recognize when portions of the course must change, we will assess our progress along the way, specifically every three months at our Staff and Board meetings. What have we accomplished? What work still needs to be done? Have our communities changed? Have the needs changed? Have community needs changed? We will measure and record our progress. We, our community, Board, and staff will make this journey together. Library Board and Staff are committed to the success of this plan.

The 2010-2014 Long Range Plan was adopted in November 2009.

III. TECHNOLOGY VISION AND GUIDING PRINCIPLES

Technology Vision

Technology is viewed as one means of providing equal access to information to each person in the community in an age when information is power.

When patrons come to our library to use our computers, research resources, and computer programs, they will do so without technical difficulty. Technical difficulties that do occur will be resolved immediately with expertise and a smile. We want patrons to realize that we have state of the art equipment and are committed to resolving technical difficulties immediately so that they leave the library satisfied with our technology.

Guiding Principles

The following guiding principles have been developed in carrying out the technology vision:

1. We will treat all computer users with equal respect and consideration.
2. We will consider every Internet activity valid, so long as activities are in accordance with our Internet policy.
3. We will provide fast, efficient computers that allow patrons to achieve their technology goals at point of service.
4. We will provide software and electronic research resources on a variety of subjects.
5. We respect and protect the privacy of our patrons to the fullest extent permissible by law.
6. We are committed to providing excellent customer service in the area of technology.
7. We will use contractual services for planning and implementation when appropriate.
8. We will adhere to Indiana Public Library Standards as they pertain to technology.
9. We will share expertise and costs with local or regional networks and with schools and other information sources whenever practical and beneficial to library patrons.
10. We will only implement those technologies that are compatible with each other.
11. We will obtain, in electronic format, only those materials which are more conveniently accessed, patron preferred, and/or more cost-effective in that format.
12. We will strive for simplicity and user-friendliness when selecting and configuring equipment, software, and system operations.
13. We will make certain that all activities undertaken in the interests of technological advancement will be relevant to the Library's mission statement and long range

plan.

- 14. We will continually monitor and evaluate all programs, services, and activities to ensure that all are relevant and cost-effective.**

IV. THE INFORMATION TECHNOLOGY PLAN

The Information Technology Plan consists of seven goals:

- 1. Enhance information resources and information delivery methods**
- 2. Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner**
- 3. Provide adequate staff to carry out the Information Technology Plan**
- 4. Provide for technology disaster recovery**
- 5. Enable independent patron use of electronic resources**
- 6. Determine library needs that are better met collaboratively**
- 7. Develop and maintain a funding strategy to fund the Information Technology Plan**

Each of the goals of the Information Technology Plan has a number of strategies and actions associated with it as follows:

Goal 1: Enhance information resources and information delivery methods

Strategy 1: Improve accessibility of electronic resources through the library.

Action (1): Annually in April, Managing Librarians will evaluate patron PCs to determine if they are meeting patron needs.

Action (2): As new online databases are added, the Database Coordinator will endeavor to provide remote access via the JCPL homepage.

Action (3): As an ongoing activity, Local History staff will continue to expand searchable local information databases, such as obituaries and a newspaper index.

Action (4): As opportunities arise, Local History staff will participate in non-JCPL-hosted online local history repositories.

Action (5): As time allows, the Technical Services Librarian will endeavor to provide

minimum metadata for existing Milroy CONTENTdm collection.

- Action (6): By August 2011, the Library Director and Rensselaer Managing Librarian will assemble a committee to evaluate, in consideration of copyright requirements, remaining non-digitized Milroy collection to determine which to digitize.
- Action (7): As an ongoing activity, Local History staff will digitize existing audio and video oral histories, in consideration of copyright requirements, and provide them to the Webmaster to make available on the JCPL homepage.
- Action (8): As time allows, the Local History staff will consider digitizing, in consideration of copyright requirements, other notable local history items (vertical files) for topical presentation on our JCPL homepage (similar to Halleck page).
- Action (9): Annually, the Management Team, in conjunction with the Webmaster and Homepage committee will regularly maintain a high level of excellence on the library's website, ensuring that it is eye-catching, easy to navigate and contains a large amount of information on programming and events, improving and upgrading as time and money will allow.
- Action (10): In June the Webmaster will make an annual report to the Board on the status of the website and objectives for the coming year.
- Action (11): The Webmaster will make quarterly reports to the Management Team.
- Action (12): The Webmaster will maintain the website as a 24/7 department of the library.
- Action (13): The Webmaster and the Homepage Committee, in conjunction with all staff, will continually improve and encourage the use of the JCPL website as a 24/7 branch.
- Action (14): In 2012, Local History staff will investigate partnering with local genealogy/historical groups and schools to gather and input county historical data from community members into the Indiana Memories

Project.

Action (15): Annually, the Management Team, in conjunction with the Webmaster and Homepage committee, will evaluate and implement the use of social networking sites, changing sites as dictated by user need.

Strategy 2: Select electronic resources to meet the information needs of staff and patrons.

Action (1): At least once a year, the Research Database committee will meet to evaluate research resources. User statistics, library budget, and staff/patron needs will determine which resources will be purchased or renewed and how many licenses will be acquired.

Action (2): Annually, the Homepage committee will meet to evaluate and select useful websites (including local government, community organizations, and schools) to which the library will link via the Library Homepage,.

Action (3): By April 2012, the Library Director and Systems Administrator will evaluate the monitoring/metering software used to track usage of electronic resources, and make changes where necessary as budget will allow.

Action (4): Annually, the Managing Librarians, in conjunction with the Systems Administrator, will evaluate current PC/Print management software, and make changes where necessary as budget will allow.

Strategy 3: Implement the most efficient methods for acquiring and/or delivering print, non-print, and electronic media, and library news and information.

Action (1): Annually, the Managing Librarians will evaluate present acquisition methods the Library uses to get information to end users (ILL, etc...).

Action (2): The New Technology committee will keep abreast of new delivery methods and investigate the need for assistive technologies, reporting annually in August to the Management Team as to resources and services most needed in the community.

- Action (3): Annually, the Management Team will evaluate wireless Internet accessibility within our libraries, including splash screen method.
- Action (4): As an ongoing activity, the Management Team, in collaboration with the Webmaster, will investigate providing mobile device access to our Library Homepage and online catalog.
- Action (5): Annually, the Systems Administrator will evaluate the wireless equipment, including access points and printers, for replacement.
- Action (6): Annually, the Management Team will evaluate electronic formats to be added to the collection (i.e. HD DVD), considering community need. Formats will be implemented simultaneously in all libraries with Board approval.
- Action (7): Annually, the Management Team will consider electronic formats to deselect, or no longer add to our collections and make a recommendation to the Board.
- Action (8): As an ongoing activity, the Management Team, in collaboration with the Webmaster, will evaluate current and investigate new technologies for delivering library news and information to patrons (chat, Instant Messenger reference, RSS).
- Action (9): In 2011 the Management Team will investigate an electronic mechanism to create/distribute the library newsletter.
- Action (10): The Management Team will continue to monitor and utilize social network and instant messaging options that can be used to interact with our community and with each other.
- Action (11): As an ongoing activity, the Management Team, in collaboration with the Webmaster, will evaluate the functionality and usefulness of EngagedPatrons.org Events.
- Action (12): As an ongoing activity, the Management Team will evaluate the functionality and usefulness of PhoneTree software.

Strategy 4: Evaluate software made available for in-house use.

- Action (1): Annually, the Systems Administrator will ensure necessary Internet plug-

ins are available and updated for patrons and staff when possible.

Action (2): Annually, the Management Team will evaluate present application software on patron PCs, and consider whether changes need to be made and/or additional software should be added (Office, browser, IM, chat, etc...).

Action (3): As an ongoing activity, the Managing Librarians and Children's Specialists will collaborate with local agencies to determine software needs in our community (i.e. GED software) and provide access as budget and technology will allow.

Goal 2: Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner

Strategy 1: Evaluate the Integrated Library System (ILS).

- Action (1): The Librarian's Council will continue to monitor the effectiveness of our ILS.
- Action (2): Annually, Supervisors, in conjunction with the Library Director and Systems Administrator, will evaluate the need to upgrade the number of concurrent staff users of our ILS, and purchase as necessary and funding allows.
- Action (3): Annually in May, the Systems Administrator will evaluate the need for hardware/software upgrades to the ILS.
- Action (4): As an ongoing activity, the Technical Services Librarian, in conjunction with the Library Director and Systems Administrator will monitor the need for the addition of new TLC modules.
- Action (5): Annually, the Management Team will evaluate self-checkout software/hardware and the need for additional stations.
- Action (6): As an ongoing activity, the Systems Administrator will secure maintenance agreements for ongoing support of ILS software and hardware.
- Action (7): Annually, the Management Team will evaluate the TLC hosting service.
- Action (8): In 2013, the Management Team will investigate the need to migrate to updated/new ILS software.

Strategy 3: Purchase additional or replacement PCs and peripherals for staff and public use to support the Library's Information Technology Plan.

- Action (1): As an ongoing activity, the Management Team will evaluate all existing PCs and peripherals, including barcode scanners, printers, inventory

scanning equipment, and upgrade when necessary as budget will allow.

- Action (2): Monthly, technology needs will be discussed at Management Meeting.
- Action (3): The Systems Administrator will provide additional PC's, peripherals, and data connections for staff and patrons as budget will allow.
- Action (4): In 2011, the Systems Administrator will purchase a printer for each Child Librarian's office.
- Action (5): Annually, the Systems Administrator will purchase a minimum of 20 new PCs to replace the oldest PCs in the system.
- Action (6): When purchasing new PCs, the Systems Administrator will seek to purchase an upgraded 5-year professional-level support agreement.
- Action (7): The Systems Administrator will include in the budget a contingency fund for peripherals that may need replaced, including circulation printers, individual staff printers, barcode scanners, receipt printers, etc...
- Action (8): When making purchases, the Systems Administrator will select the best, most cost-effective sources of computer equipment, technology consultants and computer repair personnel.

Strategy 4: Evaluate network hardware and software used to support the Library's Information Technology Plan.

- Action (1): The Systems Administrator, in collaboration with the Management Team, will continually evaluate and implement stable and reliable Internet access, wired and wireless, and network connectivity for all libraries, and make changes as necessary and financially feasible.
- Action (2): Annually in April, the Management Team will evaluate Traffic Prioritization (ENA) effectiveness.
- Action (3): Annually, the Systems Administrator will evaluate network hardware and software needs for improved performance and upgrade/purchase new

hardware and software when needed. Include LAN equipment (switches, servers, UPSs), WAN equipment (routers), wireless access equipment, and network software (web filtering, helpdesk, intranet).

- Action (4): As an ongoing activity, the Systems Administrator will ensure measures are in place to provide adequate network security, including intrusion detection and prevention, web-based attack detection and prevention, email spam/phishing filter, and anti-virus software. As part of this process, s/he will regularly monitor firewall and windows update reports.
- Action (5): Annually in April, the Systems Administrator will evaluate application software needs for staff PCs, including office productivity and email front-end software, and budget for upgrades/new purchases as necessary.
- Action (6): As an ongoing activity, the Systems Administrator will monitor patron PC security methods for effectiveness, including Public Web Browser, SmartShield, Group Policies, etc....
- Action (7): In 2012, the Management Team will consider the need for offering patron debit/credit card payment options.
- Action (8): As an ongoing activity, the Systems Administrator will strive to maintain awareness of new software and hardware that support improved library functionality.
- Action (9): In 2013, the Management Team will evaluate the portable computer lab and budget for upgrades/replacements/new purchases.
- Action (10): As an ongoing activity, the Systems Administrator will maintain maintenance support agreements for software and hardware, where appropriate.
- Action (11): The Library Director, in conjunction with the Systems Administrator, will stay apprised of FRPC email archiving requirements and implement email archiving if required.
- Action (12): In 2011, the Management Team will evaluate the software JCPL uses for

desktop publishing.

Action (13): Annually in April, the Webmaster will evaluate the web page editing software and submit a budget request as deemed necessary.

Action (14): In 2012, the Systems Administrator will evaluate the digital format used for Milroy digitization, and, if necessary, convert existing files to new format.

Action (15): In 2013, the Systems Administrator will inspect and test the media that stores Milroy high quality images.

Action (16): In 2013, the Systems Administrator, in collaboration with the Business Manager, will evaluate the security measures of the Financial PC.

Strategy 5: Evaluate effectiveness of the library's electrical capacity to utilize all technology services and equipment effectively.

Action (1): Evaluation and modification of electrical capacity will be completed on an as-needed basis as technological changes are made.

Goal 3: Provide adequate staff to carry out the Information Technology Plan
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Strategy 1: Maintain qualified staff for the management and operation of information technology.

- Action (1): Annually in May, the Library Director and Systems Administrator will review technology staffing needs and make adjustments as budget will allow.
- Action (2): At least one staff member at each library will be designated as local computer troubleshooter to assist with basic local network/computer operations and troubleshooting.
- Action (3): Annually in May, the Library Director and Systems Administrator will review the utilization of outside technology consultant services.

Goal 4: Provide for technology disaster recovery

Strategy 1: Develop a Technology Disaster Recovery Plan.

- Action (1): In 2013, the Technology Disaster Recovery Plan committee will develop a recovery plan for various technology disaster situations.
- Action (2): The Technology Disaster Recovery Plan committee will review the Plan and update as needed.

Strategy 2: Determine and procure tools necessary for implementing disaster recovery plan.

- Action (1): After the Plan is developed; the Systems Administrator will purchase hardware and/or software found necessary for implementing the Disaster Recovery Plan.

Strategy 3: Maintain regular server backup procedures.

- Action (1): As an ongoing activity, the Systems Administrator will ensure all servers are backed up nightly to backup tapes, which will be taken off-site weekly and tested monthly.
- Action (2): Biennially, the Systems Administrator will replace backup tapes.
- Action (3): As new servers are purchased, the Systems Administrator will include other backup methods (such as RAID) on each server as budget allows.
- Action (4): In 2012, the Systems Administrator will consider utilizing ENA network-based backup and recovery services.
- Action (5): Annually in December, the Business Office staff, in collaboration with the Systems Administrator, will evaluate backup method/software on Financial PC.

Strategy 4: Archive critical electronic files in the bank safety deposit box.

Action (1): At least once a year, the Library Director will archive electronic files which would be the most pertinent in the event of a disaster that would render electronic files temporarily unavailable due to loss of a server or server access.

Goal 5: Enable independent patron use of electronic resources
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Strategy 1: Provide patron education, offering the opportunity to learn how to use our electronic resources.

- Action (1): As an ongoing activity, Public Services staff, under the direction of the Managing Librarians, will provide point-of use, one-on-one and/or group training as needed for our electronic resources.
- Action (2): The Library will offer, off-site, orientation and training sessions in electronic resources as requested and as scheduling allows.
- Action (3): As an ongoing activity, Programming Coordinators will determine technology training classes which will be offered by staff or others based on patron need.
- Action (4): In 2011, the Management Team will establish written Standards of support (which will be available system-wide, during every public service hour) for patron-owned and library-owned technology devices, and review annually.

Strategy 2: Ensure PCs are well-oriented and functional for patron use.

- Action (1): As an ongoing activity, the Managing Librarians will evaluate OPAC, Library Homepage, and patron computer desktop screens to determine what is not user-friendly. Every effort will be made to implement necessary changes.
- Action (2): As an ongoing activity, the Systems Administrator will continue to monitor federated searching options for our OPAC, online databases, etc... and implement as budget and technology allow.
- Action (3): As an ongoing activity, Public Services staff will continue to resolve technical difficulties, in accordance with our written Standards of support, associated with software at point of use to ensure that patrons leave our library satisfied with our software.

Goal 6: Determine library needs that are better met collaboratively
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Strategy 1: Pursue cooperative procurement of resources and collaborate with area libraries and other agencies on resource sharing.

- Action (1): As an ongoing activity, the Management Team will consider needed products and services that might be jointly procured.
- Action (2): As an ongoing activity, the Management Team will identify Library products and services which can be shared.
- Action (3): Library staff will acquire needed remote online services through consortia when discounts are offered and as budget will allow.
- Action (4): The Library will stay apprised of opportunities to participate in a joint catalog project.
- Action (5): Library staff will continue to explore resource sharing with local government and education entities so that community information needs in the area are efficiently met and not duplicated.

Goal 7: Develop and maintain a funding strategy to fund the Information Technology Plan
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Strategy 1: Annually determine how much is needed to fund the Information Technology Plan.

Action (1): The Library Director and Systems Administrator will establish a schedule of disbursement for each of the three years and adjust annually as needed.

Strategy 2: Determine sources of funding.

Action (1): Annually, the Library Director and Systems Administrator will determine which areas of the plan may be funded by the operating budget, the Capital Projects budget, and outside sources.

Action (2): Identify sources and make recommendations for acquiring funds.

Strategy 3: Prepare and submit grant applications to appropriate outside funding sources.

Action (1): Annually, the Systems Administrator will seek funding discounts on telecommunication and Internet services through the E-Rate program.

Action (2): As opportunities are recognized, the Grant committee and/or Systems Administrator will prepare and submit grant applications for library-related technology.

V. Professional Development

Strategy 1: Ensure that staff understand how to use new and existing technologies to improve library services.

- Action (1): Technology-related professional development will be required for all public services staff with the exception of pages.
- Action (2): Annually, the Management Team, in conjunction with the Training committee, will seek out a variety of formats and various venues for training for themselves and those they supervise. The specific resources we will implement to ensure that staff are ready to use and maintain technologies include, but are not limited to, Indiana State Library training workshops, MCLS (Midwest Collaborative for Library Services) training workshops, and in-house training workshops.
- Action (3): Annually, the Training committee will meet to consider technology-related professional development needs and establish in-house training opportunities as resources allow.
- Action (4): As an ongoing activity, Supervisors will provide adequate and supportive technology training for *new* staff members to ensure they reach a minimum level of technical competency for their position.
- Action (5): Annually, Supervisors will consider staff proficiency with technology and coordinate training for technology-related professional development.
- Action (6): The local computer troubleshooter at each library will receive annual training in the basic knowledge of local network/computer operations and troubleshooting. The Systems Administrator will be responsible for the training, but s/he will be authorized to utilize outside trainers when needed as budget will allow.
- Action (7): Annually, the Systems Administrator will provide relevant staff with in-house training in ILS and network operation so that there is always someone available to address problems.

- Action (8): The Technical Services Librarian will attend user group meetings and/or other desired training offered by the ILS vendor as budget will allow.
- Action (9): Technology procedures, which are made available to staff via the Library Procedure Manual and the Intranet, will be reviewed and updated regularly by relevant staff.
- Action (10): As an ongoing activity, the Systems Administrator will maintain updated self-service documents on the Aargh! HelpDesk, to assist staff with common technical issues.
- Action (11): As an ongoing activity, Supervisors will ensure that all staff members are knowledgeable about technology-related library policies and procedures and where such can be found (i.e. binders, library intranet).
- Action (12): The Library Director/Board will budget monies annually for technology-related continuing education activities.

VI. NEEDS ASSESSMENT

Needs Assessment Tools

1. As an ongoing measure in March 2012 and 2014, the Management Team will create and implement a bi-annual user/non-user survey and collate data so that we can assess levels of satisfaction with library materials, services, programs, technology, and hours of operation. The Management Team will evaluate survey results and make technology needs recommendations.
2. Bi-annually, the Homepage Committee, in conjunction with the Management Team, will conduct a web survey.
3. Monthly, technology needs will be discussed at Management Meeting.
4. At point of service, Public Services Staff will informally interview patrons to glean ways JCPL could improve our technology offerings.
5. Statistics from all sources (PCCop, CONTENTdm, SofTrack, gathered, etc...) will be reviewed by relevant staff for technology needs.
6. Managing Librarians will maintain a suggestion box for patrons and regularly review suggestions for technology needs.
7. As staff attend professional meetings, read other library newsletters, and participate in library listservs, they will remain on the lookout for technology-related ideas that might benefit JCPL.

Present Technology at JCPL

Telephone Service: The Rensselaer and Wheatfield libraries are in the same LATA, with local phone service provided by CenturyLink. Calls between the two libraries are not long distance. DeMotte is in a different LATA. Northwestern Indiana Telephone Company provides local service for DeMotte. Calls to Wheatfield are not long distance; calls to Rensselaer are.

Local Area Networks: Each library has a separate wired Local Area Network. The equipment that enables these connections are three HP ProCurve 1400 24-port switches (Rensselaer) and two HP ProCurve 2650 48-port switches (one Wheatfield, one-DeMotte).

Wide Area Network: All three LANs communicate via a WAN infrastructure, which consists of two dedicated T-1 tail data lines provided by ENA. The equipment that enables this connection are two Cisco 2801 routers (one located at DeMotte and the other at Wheatfield), and 2 Adtran H2TUR units (located at Rensselaer). Monthly telecommunication costs for these T-1 tails are \$1000.

The WAN is connected to the Internet via a 7M fiber connection provided by ENA. The equipment that enables this connection is one Cisco ME 3400 fiber switch, one Cisco 2801 router, and one Astaro ASG 220 firewall (all located at Rensselaer). The firewall provides network security, including intrusion detection and prevention, web-based attack detection and prevention, and email spam/phishing filter services. Monthly telecommunications costs for this dedicated fiber is \$1475.

Wireless LAN: Rensselaer has a wireless LAN set up using one 16-port Dell PowerConnect Switch, one 8-port Proxim power injector, and four HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 2015dn printer with an external HP JetDirect ew2400 wireless printer server is available for wireless printing.

DeMotte has a wireless LAN set up using one Linksys 5-port Switch, three one-port Proxim power injectors, and three HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 2015dn printer with an external HP JetDirect ew2400 wireless printer server is available for wireless printing.

Wheatfield has a wireless LAN set up using one HP ProCurve 3400cl 24-port switch, one 3Com 3300 SuperStack II 24-port switch, two one-port Proxim power injectors, and two HP ProCurve

420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 1320n printer with internal network adapter is available for wireless printing.

Integrated Library System: The Library operates on a TLC Library.Solution automated system. Our data and web servers reside at TLC Headquarters in Inwood, WV in their secure data center. TLC maintains redundant, alternate data centers in their Denver, CO and Minneapolis, MN as well. JCPL staff connects to our TLC servers via Microsoft Remote Desktop software to run cataloging, circulation, reports, and serials software. Nightly backups are performed by TLC at their location.

The modules which have been implemented are cataloging, circulation, the basic OPAC, the graphical LS2 PAC, patron authentication, and Serials. Patrons may register a PIN and access their own accounts, either from the library or from home or office, through the OPAC to reserve materials and to determine what they have charged out, what they have on reserve, and what fines or fees may be outstanding.

Using patron authentication, our patrons can access our online databases from inside all library buildings. Many may be accessed from their home or office by inputting their library card identification number and PIN.

JCPL has 31 circulation/cataloging/serial user licenses and unlimited Online Public Access Catalog (Z39.50-compliant) and acquisitions licenses. PCs connected to the Library.Solution circulation module through Ethernet lines include eight at Wheatfield, 14 at Rensselaer (four of which also have access to cataloging module), and nine at DeMotte. There are three dedicated OPACs at Rensselaer, four dedicated OPACs at DeMotte, and three dedicated OPACs at Wheatfield (one of which has Word Processing functionality).

Technical Services utilizes an HP LaserJet 1200 system printer to print special reports and spine labels. Two Percon PT2000 inventory scanners are also available to perform library system materials inventory functions.

The Library.Solution system falls under the supervision of a Systems Administrator and Technical Services Librarian.

The library utilizes PhoneTree software as an automated mechanism to alert patrons of overdue materials.

Self-Check Kiosks: One self-check kiosk is available at each library which patrons can use to check out their own materials. Each kiosk is a Dell Optiplex 755 Core 2 Duo 2.33 GHz PC with 2GB memory, 160GB SATA hard drive, Gigabit network card, and Windows XP Pro operating system. DeMotte and Rensselaer each have an Elo Entuitive 3000 series Intellitouch 1739L monitor, and Wheatfield has an Elo Entuitive 3000 series Intellitouch 1729L monitor. CircIt software, combined with a SIPII module (software that allows communication between our TLC database and the CircIt software), are the applications which provides self-check functions.

Microsoft Network: Five servers comprise our Microsoft Network, with each performing specific functions. Windows 2003 R2 Standard Edition is installed on each server; we have a 100-client license.

1. **The Primary Domain Controller** (at Rensselaer) is an HP ProLiant ML310 G4 Dual Core Xeon 3050 2.13 GHz with 2G memory, four 80GB SCSI hot swap hard drives, HP RAID controller, CD-ROM drive, Gigabit network card, HP StorageWorks Ultrium 460 tape drive, HP Storage Controller, and HP Integrated Lights Out card for remote administration. This server has multiple functions: It allows all Rensselaer networked PCs access to the CD-ROM/online databases, serves as a file server for Rensselaer staff files and shared files among all three libraries, performs DHCP functions for Rensselaer PCs, acts as an internal primary DNS server for Rensselaer PCs and secondary DNS server for Wheatfield and DeMotte PCs, and backs up data/system files for all servers. ARCserve backup software is installed to provide the backup function.
2. **The Backup Domain Controller** (at Rensselaer) is an HP ProLiant ML110 G4 Dual Core Xeon 3040 1.86GHz with 1.5GB memory, two 160GB SATA hard drives, CD-ROM drive, Gigabit network card, and HP Lights-Out 100c card for remote administration. This server contains a backup copy of ALL login account and security policy information. It also serves as a secondary DNS server for Rensselaer. This server is backed up to the Primary Domain Controller server each evening, and then backed up to tape each day.
3. **The Exchange Mail Server** (at Rensselaer) is an HP ProLiant ML310 G4 Dual Core Xeon 3050 2.13GHz with 4GB memory, four 72GB SCSI hot swap hard drives, HP RAID controller, CD-ROM drive, Gigabit network card, and HP Integrated Lights Out card for remote administration. Microsoft Exchange Server 2007 software is installed to provide email and calendaring functions. In addition, ARCserve backup agent for Exchange is installed to allow for data backup to the Primary Domain Controller server. We have a 70-email client license for this server.
4. **The DeMotte Server** is an HP ProLiant ML110 G4 Dual Core Xeon 3040 1.86GHz with

2GB memory, two 160 GB SATA hard drives, CD-ROM drive, Gigabit network card, and HP Lights Out 100c card for remote administration. This server has multiple functions: It allows all DeMotte networked PCs access to the CD-ROM/online databases, serves as a file server for DeMotte staff files, performs DHCP functions for DeMotte PCs, and acts as an internal primary DNS server for DeMotte PCs. This server is backed up to the Primary Domain Controller server over the WAN each evening, and then backed up to tape each day.

5. **The Wheatfield Server** is an HP ProLiant ML110 G4 Dual Core Xeon 3040 1.86GHz with 2GB memory, two 160 GB SATA hard drives, CD-ROM drive, Gigabit network card, and HP Lights Out 100c card for remote administration. This server has multiple functions: It allows all Wheatfield networked PCs access to the CD-ROM/online databases, serves as a file server for Wheatfield staff files, performs DHCP functions for Wheatfield PCs, and acts as an internal primary DNS server for Wheatfield PCs. This server is backed up to the Primary Domain Controller server over the WAN each evening, and then backed up to tape each day.

Additional Servers: All JCPL servers and PCs are connected through the same Ethernet network LANs and WAN that Library.Solution is connected to. All servers located at Rensselaer use a 16-port Starview KVM switch to share one monitor and keyboard. Each library has Uninterruptible Power Source units for servers network equipment. DeMotte has an APC Smart-UPS 1000VA, Wheatfield has an APC Smart-UPS 1000VA and an APC Smart-UPS 750, and Rensselaer has an APC Smart-UPS 1500, an APC Smart-UPS 2200XL, and a Tripp-Lite Smart-Pro UPS.

1. **The SofTrack/Intranet Server** (at Rensselaer) is an HP ProLiant ML150 Xeon 3GHz with 1GB memory, one 80GB hot-swap Serial ATA hard drive, CD-ROM drive, Gigabit network adapter, and Windows Server 2003 (1-user) software. This server collects patron software usage statistics using SofTrack software. It also serves as our staff Intranet server using Plone content management software and Zope web application software. The Intranet offers staff easy, searchable access to electronic copies of our procedures, policies, staff handbook, forms, and other useful JCPL information. ARCServe backup agent is installed to allow for backup to the Primary Domain Controller server.
2. **The Homepage Server** (at Rensselaer) is an HP ProLiant ML350 Xeon 3.2GHz with 2GB memory, three 72.8 GB hot-swap SCSI hard drives, CD-ROM drive, Gigabit network adapter, HP StorageWorks Ultrium 215 tape drive, RILOE card for remote administration, Windows Server 2003 (5-user) software, and Microsoft Internet Information Server (IIS) 6 software. ARCServe backup agent is installed to allow for

backup to the Primary Domain Controller server.

3. **The Help Desk Server** (at Rensselaer) is a Dell Optiplex GX280 Pentium 4 with 1GB memory, one 75GB hard drive, DVD-ROM drive, 100MB network adapter, Windows 2000 Pro software and Firebird Database software. SysAid Help Desk software is installed to allow library staff to request technical assistance from the Systems Administrator. This server is backed up to the Primary Domain Controller server and then to tape each day.
4. **The Wireless Server** is an HP ProLiant ML110 G4 Dual Core Xeon 3040 1.86GHz with 1.5GB memory, two 160GB SATA hard drives, CD-ROM drive, two Gigabit network cards, and HP Lights Out 100c card for remote administration, Windows Server 2003 software, and Microsoft Internet Information Server (IIS) 6 software. DNSRedirector software is installed to display our Internet Policy for patrons to view and accept before proceeding to use our wireless network.

Mobile Laptop Lab: A portable laptop lab is available for in-house use by staff and patrons. It consists of ten Dell Latitude E5500 laptops, 20 laptop batteries, ten wired mice, two 3M ergonomic wired mice, one USB floppy drive, one 16-bay Datamation battery charger, one HP DeskJet 460wf color printer, and one Epson PowerLite 61p LCD projector. The laptops can connect to the wireless network at each library to gain access to the Internet for training purposes.

Networked Printers/Copiers/Scanners: Each library has a Hewlett Packard LaserJet printer available for patron and staff use. Rensselaer has an HP LaserJet 4200n with an internal network adapter to connect to the network. DeMotte and Wheatfield both have an HP LaserJet 4250n with an internal network adapter to connect to the network. In addition, DeMotte has a duplex unit attached to allow for 2-sided printouts. Rensselaer also has an HP LaserJet 2015n with an internal network adapter to connect to the network. This printer is used by staff and by patrons using the genealogy PC.

For staff-only printing, Rensselaer has a Konica Minolta C360 color copier/printer/scanner. DeMotte has Lanier 425c color copier/printer/scanner and a color Konica MagiColor 2430DL printer. All of these staff-only printers/copiers have internal network cards.

In addition, the Rensselaer Business Office has a networked HP LaserJet P1505n printer that is used by the Library Director and Business Office staff.

Wheatfield has a Konica MagiColor 2480MF printer for staff-only printing, which includes

external network adapter, scanner, copier, and fax functions.

Additional Printers: Rensselaer has three personal printers located next to staff workstations which are not networked, but used by individual staff. DeMotte has two, and Wheatfield has one.

Additional Flatbed Scanner: Rensselaer has an HP ScanJet 8200 scanner available in the workroom for staff use.

Internet Filtering/Bandwidth Management: The library system uses a Cymphonix DC20 device for web content filtering to qualify for federally funded grants. We also utilize bandwidth management features available in Cymphonix and through our ISP to prioritize network traffic to ensure high-priority applications (TLC) receive top-priority on our network.

PC/Print Management Software: The library system uses CMS PCCop time management software as a centralized system for the allocation and enforcement of time and use limits on public access computers. The ability to automate this process drastically reduces the need for staff involvement or even staff intervention. Each library has the administration kiosk installed on one laptop PC at the circulation desk. In addition, one PC at each library serves as a self-service kiosk for patrons. This software also offers Diginet print management features that help reduce wasted paper and toner.

CD-ROM/Online Databases: The Library has acquired a number of electronic publications online and on CD-ROM. All of these are accessible from our LAN and most are accessible via Internet access.

Computers: Rensselaer has 48 PCs. DeMotte has 33 PCs. Wheatfield has 27 PCs. Most of these PCs are connected to our WAN and can access the Internet and databases; however, some are dedicated for specific purposes. In addition to the dedicated OPAC and Self-Check Kiosk PCs listed above under “Integrated Library System” JCPL has the following patron PCs:

Dedicated Word Processing PCs: Patrons may use these PCs for their word processing and spreadsheet needs; Rensselaer has two, DeMotte has one.

Dedicated Genealogy PCs: Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM/online databases and Internet sites related to genealogy.

Dedicated Children’s PCs: Each library provides a PC loaded with Microsoft Office, educational, reference, and entertainment software for patron use.

Dedicated Game PCs: Each library provides a PC dedicated to children’s games.

Multi-use PCs: Multi-use PCs offer Microsoft Office, Internet, and access to our CD-ROM/online databases; Rensselaer has ten, DeMotte has eight, and Wheatfield has nine.

LCD Projectors: Each library has an LCD projector for staff and patron in-house use. Rensselaer has an Epson PowerLite 83c, and DeMotte and Wheatfield each have an Epson PowerLite 82c. In addition, a Panasonic PTL-5950 LCD projector is available for patron check-out. The projectors are used to project the image of a laptop, desktop PC, VCR and/or DVD player to a screen, white board, or wall.

Digital Cameras: Digital cameras are used by staff to take digital pictures and/or short movie clips that can be transferred to a PC for use in documents, on the JCPL homepage, to send in E-mail messages, to archive information, etc...Rensselaer has a Kodak C330 EasyShare, DeMotte has a Kodak M753, and Wheatfield has a S.

Document Scanners: A Pentax DSMobile 600 document scanner is available at each library circulation desk for patrons who need to scan documents/photos. In addition, Technical Services and the Business Office each have a scanner for various uses.

Camcorder: A Sony Handycam DCR-HC48 camcorder is used in-house by staff for disaster recovery documentation, to create promotional videos for library events, and for library programs.

Gaming Units: The library owns one Rock Band, three Guitar Heroes, and three Wii gaming consoles which are used to enhance programs for teens and seniors.

Mobile Phone: The library owns a TracFone LG220C cell phone. This phone is used by the Systems Administrator (or Technical Services Department personnel) whenever they are not at work during hours when the libraries are open to handle emergency technical issues.

VII. BUDGET

7/1/11 thru 6/30/12

Capital Projects Fund

3.98	Contracts		\$18,060
	Roeing contracts	\$14000	
	PCCop maintenance	\$ 1250	
	Microfilm maintenance	\$ 1675	
	SofTrack maintenance	\$ 820	
	HP Warranty for Intranet	\$ 115	
	HP Warranty for Web	\$ 200	
4.4	Equipment		\$31,380
	Replacement PCs (20)	\$28000	
	New Printers (3)	\$ 420	
	Backup Tapes	\$ 350	
	Miscellaneous	\$ 2610	
4.53	Online databases & system software		\$ 560
	SofTrack licenses	\$ 470	
	Etrust license	\$ 50	

Total Budget: \$50,000

7/1/11 thru 6/30/12

Operating Fund

1.1	Personal Services		\$55,078
3.23	Added Travel Expenses for technology training		\$ 2,160
3.24	Professional meetings (technology training)		\$ 1,970
3.26	Network expenses (communications costs)		\$35,400
	Data Lines	\$35400	
3.62	Equipment repairs/maintenance (Consulting needs)		\$ 8,750
	Consultant hours	\$ 8000	
	Misc. repairs, upgrades	\$ 750	
3.91	Other Services – Other (Dues and Membership)		\$ 50
	NICCLplus membership fee	\$ 50	
3.98	Contracts		\$67,996
	TLC maintenance	\$39882	
	Roeing contracts	\$20000	
	Self-Check maintenance	\$ 1200	
	Web Hosting	\$ 240	
	ARCServe support	\$ 512	
	EngagedPatrons.org Events	\$ 229	
	Public Web Browser support	\$ 125	
	Domain Registration	\$ 40	
	Flickr Pro maintenance	\$ 25	
	SmartShield support	\$ 194	
	Web Filtering subscription	\$ 2500	
	Email filtering subscription	\$ 1093	
	Network security subscription	\$ 756	
	Financial Accounting maintenance	\$ 1200	
4.4	Equipment		\$ 3000
	Contingency Fund	\$ 3000	
4.52	Periodicals and Newspapers		\$ 191
	PC World and Smart Lib Nwsltr	\$ 191	
4.53	Online databases & system software		\$25,600
	Online Databases	\$23600	
	Misc. system software	\$ 2000	

Total Budget: \$200,195

7/1/12 thru 6/30/13

Capital Projects Fund

3.98	Contracts		\$18,060
	Roeing contracts	\$14000	
	PC/Print Mgmt s/w maintenance	\$ 1250	
	Microfilm maintenance	\$ 1675	
	Statistical s/w maintenance	\$ 820	
	HP Warranty for Intranet	\$ 115	
	Miscellaneous	\$ 200	
4.4	Equipment		\$31,380
	Replacement PCs (20)	\$29000	
	Miscellaneous	\$ 2380	
4.53	Online databases & system software		\$ 560
	Miscellaneous (Desktop Pub s/w)	\$ 560	

Total Budget: \$50,000

7/1/12 thru 6/30/13

Operating Fund

1.1	Personal Services	\$56,620
3.23	Added Travel Expenses for technology training	\$ 2,220
3.24	Professional meetings (technology training)	\$ 2,025
3.26	Network expenses (communications costs)	\$36,391
	Data Lines	\$36391
3.62	Equipment repairs/maintenance (Consulting needs)	\$ 8,995
	Consulting hours	\$ 8224
	Misc. repairs, upgrades	\$ 771
3.91	Other Services – Other (Dues and Membership)	\$ 51
	NICCLplus membership fee	\$ 51
3.99	Contracts	\$69,926
	TLC maintenance	\$40999
	Roeing contracts	\$20560
	Self-Check maintenance	\$ 1234
	Web Hosting	\$ 247
	ARCServe support	\$ 526
	EngagedPatrons.org Events	\$ 235
	Public Web Browser support	\$ 129
	Domain Registration	\$ 41
	Flickr Pro maintenance	\$ 26
	Online Survey service	\$ 25
	SmartShield support	\$ 199
	Web Filtering subscription	\$ 2570
	Email filtering subscription	\$ 1124
	Network security subscription	\$ 777
	Financial Accounting maintenance	\$ 1234
4.5	Equipment	\$ 3084
	Contingency Fund	\$ 3084
4.52	Periodicals and Newspapers	\$ 196
	PC World and Smart Lib Nwsltr	\$ 196
4.53	Online databases & system software	\$26,317
	Online Databases	\$24261
	Misc. system software (e-newsletter)	\$ 2056

Total Budget: \$205,825

7/1/13 thru 6/30/14

Capital Projects Fund

3.98	Contracts		\$18,060
	Roeing contracts	\$14000	
	PC/Print Mgmt s/w maintenance	\$ 1250	
	Microfilm maintenance	\$ 1675	
	Statistical s/w maintenance	\$ 820	
	HP Warranty for Intranet	\$ 115	
	Miscellaneous	\$ 200	
4.4	Equipment		\$31,380
	Replacement PCs (20)	\$29350	
	Miscellaneous	\$ 2030	
4.53	Online databases & system software		\$ 560
	Miscellaneous	\$ 560	

Total Budget: \$50,000

7/1/13 thru 6/30/14

Operating Fund

1.1	Personal Services	\$58,205
3.23	Added Travel Expenses for technology training	\$ 2,282
3.24	Professional meetings (technology training)	\$ 2,082
3.26	Network expenses (communications costs)	\$37,410
	Data Lines	\$37410
3.62	Equipment repairs/maintenance (Consulting needs)	\$ 9,247
	Consulting hours	\$ 8454
	Misc. repairs, upgrades	\$ 793
3.91	Other Services – Other (Dues and Membership)	\$ 52
	NICCLplus membership fee	\$ 52
3.100	Contracts	\$71,887
	TLC maintenance	\$42147
	Roeing contracts	\$21136
	Self-Check maintenance	\$ 1269
	Web Hosting	\$ 254
	ARCServe support	\$ 541
	EngagedPatrons.org Events	\$ 242
	Public Web Browser support	\$ 133
	Domain Registration	\$ 42
	Flickr Pro maintenance	\$ 27
	Online Survey service	\$ 26
	SmartShield support	\$ 205
	Web Filtering subscription	\$ 2642
	Email filtering subscription	\$ 1155
	Network security subscription	\$ 799
	Financial Accounting maintenance	\$ 1269
4.6	Equipment	\$ 3170
	Contingency Fund	\$ 3170
4.52	Periodicals and Newspapers	\$ 201
	PC World and Smart Lib Nwsltr	\$ 201
4.53	Online databases & system software	\$27,054
	Online Databases	\$24940
	Misc. system software (e-newsletter)	\$ 2114

Total Budget: \$211,590

VIII. TECHNOLOGY PLAN EVALUATION

Strategy 1: Quarterly apprise the Library Board of Technology Plan progress.

Action (1): The Library Director will submit to the Board a quarterly progress report.

Strategy 2: Annually, the Technology Plan will be evaluated and revised.

Action (1): Annually at the February Management Meeting, the Systems Administrator and Library Director, with input from the Management Team, will review past year's progress and determine if changes are needed.

Action (2): If revisions are necessary, the revised Technology Plan will be presented by the Library Director to the Board at the April Board Meeting for their approval.

Action (3): Annually in May, the Indiana State Library will be apprised of the progress report and any changes made to the technology plan.

JCPL FINANCIAL STATEMENT

September 30, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$158,037.25	\$1,438,617.27	\$72,255.75	\$1,154,246.50	\$336,819.96
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$30.00	\$0.00	\$50.00	\$50.00
Gift Fund	\$7,026.05	\$220.48	\$10,386.14	\$1,319.93	\$10,013.34	\$6,653.25
DeMotte	\$1,410.73	\$21.12	\$3,262.85	\$100.00	\$3,436.25	\$1,584.13
Rensselaer	\$3,435.04	\$157.69	\$5,451.58	\$640.00	\$4,553.89	\$2,537.35
Wheatfield	\$2,180.28	\$41.67	\$1,671.71	\$579.93	\$2,023.20	\$2,531.77
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$113.37	\$1,221.73	\$184,846.66
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$320,378.75	\$0.00	\$171,688.75	\$3,038.45
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$0.00	\$1,615.00	\$0.00	\$225,904.47	\$317,890.37
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$873.39	\$9,058.39	\$0.00	\$0.00	\$1,053.58
Capital Projects Fund	\$776,883.86	\$0.00	\$2,337.43	\$272.60	\$140,521.18	\$915,067.61
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$188.50	\$188.50	\$188.50	\$188.50	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$4,530.78	\$163,053.93
Sales Tax	\$18.35	\$0.00	\$18.16	\$0.61	\$16.25	\$16.44
Construction Fund	\$183,497.54	\$0.00	\$0.00	\$59.29	\$641.43	\$184,138.97
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,134.89	\$60,793.42	\$7,134.89	\$60,793.42	\$0.00
FICA Tax Collected	\$0.00	\$6,898.37	\$59,636.57	\$6,898.37	\$59,636.57	\$0.00
State Tax Collected	\$3,378.33	\$3,268.10	\$29,615.01	\$3,430.54	\$29,667.22	\$3,430.54
County Tax Collected	\$2,289.85	\$2,261.59	\$20,989.45	\$2,407.43	\$21,107.08	\$2,407.48
Deferred Comp.	\$0.00	\$2,520.00	\$22,680.00	\$2,520.00	\$22,680.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$2,979.89	\$26,414.09	\$3,234.93	\$26,643.67	\$255.00
Employee Life Insur.	\$0.00	\$135.16	\$1,195.28	\$135.16	\$1,195.28	\$0.00
Employee P.E.R.F.	\$6,547.40	\$0.00	\$19,646.41	\$2,267.59	\$19,748.83	\$6,649.82
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$28,867.28	\$0.00	\$28,867.28	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$184,517.62	\$2,085,901.85	\$102,238.96	\$1,979,362.28	\$2,125,582.06

Bank Balances
Jasper County Public Library
Report as of: 9/30/2010

<i>Bank</i>		
1	Alliance Bank	\$1,243,607.54
2	Demotte State Bank	\$12,778.89
3	Alliance Bank-LIRF Acct	\$184,846.66
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$184,138.97
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		

Total all banks = ***\$2,125,582.06***

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/2010 To 9/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$42,495.27	\$14,226.73	74.9
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$83,214.90	\$717,142.63	\$257,957.37	73.5
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,468.64	\$46,569.82	\$19,632.18	70.3
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,898.37	\$59,636.57	\$24,362.43	71.0
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$3,589.44	\$3,133.56	53.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$51,445.86	\$18,060.14	74.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,924.58	\$60,860.62	\$33,389.38	64.6
Subtotal	\$1,352,502.00		\$1,352,502.00	\$107,233.29	\$981,740.21	\$370,761.79	72.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$0.00	\$319.29	(\$49.29)	118.3
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$257.50	\$42.50	85.8
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$890.39	\$4,700.80	\$6,299.20	42.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$571.84	\$3,986.99	\$2,013.01	66.4
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$99.54	\$3,344.72	\$1,655.28	66.9
2.3 REPAIR & MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$86.50	\$810.14	\$189.86	81.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$33.44	\$166.56	16.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$56.30	\$623.81	(\$73.81)	113.4
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$1,301.28	\$8,422.79	\$4,577.21	64.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$54.00	\$54.00	\$46.00	54.0
Subtotal	\$37,420.00		\$37,420.00	\$3,059.85	\$22,553.48	\$14,866.52	60.3
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$0.00	\$3,126.33	\$3,290.67	48.7
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$627.76	\$3,964.77	\$235.23	94.4
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$305.60	\$1,896.02	\$3,103.98	37.9
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,343.45	\$12,029.14	\$8,970.86	57.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$578.91	\$5,552.15	\$2,447.85	69.4
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$152.78	\$1,341.74	\$458.26	74.5
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$197.64	\$696.64	\$403.36	63.3
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$744.69	\$155.31	82.7
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$23,364.00	\$2,636.00	89.9
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$857.20	\$13,856.30	\$36,143.70	27.7
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$7,095.84	\$51,509.88	\$18,490.12	73.6
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$953.10	\$1,046.90	47.7
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$358.87	\$3,350.10	\$1,399.90	70.5
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$1,715.33	\$48,264.45	\$3,859.65	92.6
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$0.00	\$1,211.39	(\$311.39)	134.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$215.55	\$34.45	86.2
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$406.50	\$1,993.50	16.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$290.33	\$390.33	\$90.96	\$338.22	\$52.11	86.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$5,493.92	\$80,927.68	\$1,917.32	97.7
Subtotal	\$383,114.00	\$357.43	\$383,471.43	\$18,911.71	\$255,286.65	\$128,184.78	66.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$0.00	\$10,213.07	\$2,536.93	80.1
4.51 BOOKS	\$142,210.00	\$70.95	\$142,280.95	\$15,231.36	\$101,550.39	\$40,730.56	71.4
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$2,352.17	\$15,471.67	\$5,660.33	73.2
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$11,248.87	\$51,801.80	\$26,298.20	66.3
Subtotal	\$254,192.00	\$70.95	\$254,262.95	\$28,832.40	\$179,036.93	\$75,226.02	70.4
Grand Total	\$2,027,228.00	\$428.38	\$2,027,656.38	\$158,037.25	\$1,438,617.27	\$589,039.11	70.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd2/12/10 Found-Refunded A/P #188
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.00	Lost Mag Pd 3/29/10 Found-Refund A/P #418
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Lost Bk Pd 1/19/10 Found-Refund A/P #443
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 3/12/10 Found-Refund A/P #572
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 2/2/10 Found-Refund A/P #608
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.95	Lost Bk Pd 3/6/10 Found-Refund A/P #569
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Lost Bk Pd 6/28/10 Found-Refund A/P #566
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Lost Bk Pd 7/6/10 Found-Refund A/P #662
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Lost Bk Pd 6/22/10 Found-Refund A/P #688
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Lost Bk Pd 5/12/10 Found-Refund A/P #709
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Lost Bk Pd 7/20/10 Found-refund A/P #756
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Lost Bk Pd 5/12/10 Found-refund A/P#757
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Lost Bk Pd 8/11/10 Found-refund A/P #768
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.99	Lost Bk Pd 1/20/10 Found-refund A/P #785
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$40.00	Lost item Pd 8/12/10 Found-refund A/P #795
9/9/2010	100 OPERATING FUND	4.51 BOOKS	\$70.95	Lost ILL bk - Gustafson-pd \$.95 cash & bal chk. Reimbursed A/R #430
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$428.38
130	\$24,730.50

Voucher List
Jasper County Public Library

Report Date: From 9/1/2010 To 9/30/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	744	ALLIED WASTE SERVICES #71	9/9/2010	Trash Service-Sep 2010 @ Wh. Lib (Online - Conf #OB4B49JZ5)	\$59.54
0	745	ANTHEM LIFE	9/10/2010	Life Premium-September (confirmation #SBFB4J26)	\$99.54
0	746	GREAT-WEST RETIREMENT S	9/10/2010	Annuity w/held from 10 Sept 10 Payroll-7 participants. Online Confirmation #CBZBXJ7H	\$1,260.00
0	747	INDIANA DEPARTMENT OF RE	9/20/2010	State & County Taxes w/held 10 Sep 10 Payroll, ref #84804, Verif Code #42	\$5,529.69
0	748	IRS USA TAXPAYMENT	9/13/2010	FICA & FED Taxes w/held 10 Sep 10 Payroll, Ref #00048024	\$10,833.82
0	749	JOSEPH ZELLON	9/3/2010	Courier Mileage-August 16-31, 2010 Confirm #4B3BCJZ5	\$360.00
0	750	NIPSCO	9/10/2010	Wheatfield Utilites 8/2/10-8/31/10 Online Confirmation #7B2B9J26	\$1,728.55
0	751	NORTHWESTERN INDIANA TE	9/10/2010	DeMotte Local Telephone Service-September Confirm #TBMBTJ6H	\$171.17
0	752	TOWN OF DEMOTTE	9/10/2010	Sewer-Aug @ DeM.	\$69.80
0	753	TOWN OF WHEATFIELD SEW	9/9/2010	Sewer @ Wh. Lib-Sept-Confirm #XBDB3J26	\$56.65
0	754	PAYROLL	9/10/2010	PAYROLL	\$48,082.64
29721	755	A.M. Best Company, Inc.	9/13/2010	Books	\$321.90
29722	756	ANDREA DAVID	9/13/2010	Refunded pd lost item returned	\$8.99
29723	757	ANDRIANA GONZALEZ	9/13/2010	Refunded Pd lost item returned	\$15.99
29724	758	ANGELA BARTON	9/13/2010	Mileage: AV Shopping	\$44.50
29725	759	ANTHEM BLUE CROSS BLUE	9/13/2010	Medical/Dental/Presc Ins. Premium-19 employees, September 2010	\$9,529.69
29726	760	BAKER & TAYLOR	9/13/2010	Books, Continuations, AV, Auto Your Series	\$11,779.91
29727	761	BAKER & TAYLOR ENTERTAIN	9/13/2010	DVD's	\$134.24
29728	762	OFFICE OF THE BURSAR BAL	9/13/2010	Patron Lost ILL book ILL#67814704	\$70.95
29729	763	BARNES & NOBLE	9/13/2010	Books, Audiobooks	\$104.66
29730	764	BOOKPAGE	9/13/2010	Magazine	\$432.00
29731	765	BORDERS	9/13/2010	Books, DVDs, Audio CDs	\$417.18
29732	766	BRENDA THOMPSON	9/13/2010	Mileage: B2B, Bag Stuffing & Delivering	\$77.45
29733	767	BRENT HOFFMAN	9/13/2010	Lawn Mowing, Mulching	\$230.00
29734	768	BRIAN WILSON	9/13/2010	Refunded Lost item pd and then returned	\$6.99
29735	769	CAPITAL ONE BANK (USA), NA	9/13/2010	Books, DVD's, DeM Juvenile Supplies, Flash Drives, Lodging and Expenses for CYPD, Photo Album for Historical Clippings, Resurfacing Fluid, Expenses to Counterparts Mtg	\$2,850.14
29736	770	CARDINAL OFFICE PRODUCT	9/13/2010	Mtnce Contract 4/21/10-7/21/10, DeMotte Workroom Copier DC 425n	\$354.18
29737	771	CAROLYNN DeVRIES	9/13/2010	Mileage: Basic Literacy Mtg	\$10.00
29738	772	CENTRAL STATES SALES CO	9/13/2010	External Light Bulbs	\$52.50
29739	773	CENTURYLINK	9/13/2010	Local phones-Rens. Lib, September	\$377.86
29740	774	CULLIGAN OF KOUTS	9/13/2010	Water & Cooler Rental-SEP.-Wh. Lib.	\$9.95
29741	775	DAVIDSON TITLES INC.	9/13/2010	Books	\$69.56
29742	776	DEMCO	9/13/2010	Norbond Liquid Plastic, Label Protectors, Color Dot Labels, Rotating Magazine Holder, Book Jackets, Tape, Classification Labels, DVD's	\$791.85
29743	777	DUCKWALL-ALCO STORES, IN	9/13/2010	Bandanas and Batteries for Town & Country Days	\$20.52
29744	778	ENA SERVICES LLC	9/13/2010	Charge for Internet Access	\$873.39
29745	779	EVELYN BRISTOL	9/13/2010	Candy for Town & Country Parade, Mileage: Mgmt Mtg, Gumdrop Book Reps., CYPD Conference	\$185.12
29746	780	FLEX-PAC INC	9/13/2010	Paper Towels, Gloves	\$254.66
29747	781	GALE	9/13/2010	Books	\$103.04

Printed on Monday, October 04, 2010

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29748	782	GUMDROP BOOKS	9/13/2010	Books	\$3,208.70
29749	783	HERITAGE OFFICE PRODUCT	9/13/2010	Nametags (D. Havens)	\$11.50
29750	784	HIGHSMITH CO. INC.	9/13/2010	Bookmarks, Book Tape, 4 Shelf Cabinet	\$67.36
29751	785	HIPOLITO PADRON	9/13/2010	Refunded Pd Lost Item- returned	\$18.99
29752	786	INDIANA LIBRARY FEDERATIO	9/13/2010	Insurance & Benefits Seminar (Stringfellow & Evans)	\$116.00
29753	787	INGRAM	9/13/2010	Books	\$13.71
29754	788	INSPIRATIONAL DISTRIBUTOR	9/13/2010	Books	\$25.04
29755	789	INTELLIGENT CLEANING SYS	9/13/2010	Toilet Tissue, Multi-Fold Towels, Strobe Cleaner	\$289.86
29756	790	JAMES R. LITTLE	9/13/2010	Electrical Connectors for Light Fixture Repairs	\$5.19
29757	791	KANKAKEE VALLEY PUBLISHI	9/13/2010	Legal Ad for 2011 Budget	\$197.64
29758	792	KIRBY RISK CORPORATION	9/13/2010	Electric Receptacles @ DeM	\$70.00
29759	793	LINDA POORTENGA	9/13/2010	DVDs, Mileage: B2B, Branch Counterparts	\$124.38
29760	794	LINDA THOMPSON	9/13/2010	DVD's	\$80.79
29761	795	LINDA VANDERMOLEN	9/13/2010	Refunded pd Lost item & then returned	\$40.00
29762	796	M. LEE SMITH PUBLISHERS L	9/13/2010	IN Employment Law Letter Subscription - shared subscription	\$377.00
29763	797	MIDAMERICA BOOKS	9/13/2010	Books	\$331.00
29764	798	MIDWEST COLLABORATIVE F	9/13/2010	Content DM suport	\$1,202.00
29765	799	MIDWEST TAPE	9/13/2010	DVDs	\$102.93
29766	800	NANETTE SPEACHT	9/13/2010	DVDs	\$29.98
29767	801	OFFICE DEPOT	9/13/2010	Toner, Construction Paper, CD Folders, Correction Tape, Urinal Screen Kleen, Ink Cartridge	\$274.54
29768	802	OSBY WATER CONDITIONING	9/13/2010	Labor: Took Head Apart and cleaned out Iron Deposits	\$75.00
29769	803	PATTY STRINGFELLOW	9/13/2010	Mileage: Director's Mtg, ILF Marketing Conference, Town & Country Parade, Assist. Landscaping, Branch Visit	\$221.00
29770	804	PEGGY WOODS	9/13/2010	DVD's, Wheatfield Supplies, DVD Rack, Mileage: AV shopping, return DVD	\$380.72
29771	805	POSTMASTER	9/13/2010	Stamps: 100-\$1.00, 100-\$.98, 100-\$.78, 100-\$.17, 60-\$.10, 60-\$.05, 60-\$.04, 60-\$.02	\$305.60
29772	806	PRECISION CONTROL SYSTE	9/13/2010	Flow Problem, Pump not making switch, unable to dial up system, Believe problems isolated to pump. Water leaking from ceiling in main mtg room on 2nd floor, Found middle south fan motor not working, will order new. Qtly Mtnce-DeM & Rens.	\$2,623.88
29773	807	PRECISION GLASS	9/13/2010	2-Replacement Thermopane Windows @ DeM.	\$402.50
29774	808	PROQUEST LLC	9/13/2010	Replaced Missing Microfilms-DeM (1/1983-12/1993 less y1985), Microfilming of Rens. Republican Apr-Jun 2010.	\$1,582.17
29775	809	JASPER COUNTY CES ED. FU	9/13/2010	Books	\$24.00
29776	810	QWEST	9/13/2010	Long Distance Service-Rens,DeM, Wh- 8/3-8/31	\$29.41
29777	811	RACHAEL CAVINDER	9/13/2010	Mileage: Deposits, AV Shopping	\$38.00
29778	812	RECORDED BOOKS, LLC	9/13/2010	Audiobooks & OCLC NetLibrary Online Database	\$3,235.40
29779	813	RELIABLE EXTERMINATORS, I	9/13/2010	Kaput Mole Exterminator - DeM Lib	\$16.50
29780	814	SCHOLASTIC LIBRARY PUBLI	9/13/2010	Books	\$54.56
29781	815	SUE TOBIAS	9/13/2010	Mileage: Deposits, Post Office Deliver ILL, Courthouse Deliver Budget	\$7.75
29782	816	SUNRISE PACKAGING INC.	9/13/2010	CD/DVD Albums (12 & 24 disc sleeves)	\$369.04
29783	817	THOMSON WEST	9/13/2010	Continuation Legal Forms	\$133.00
29784	818	THE LIBRARY CORPORATION	9/13/2010	LS2 Package, implementation, & 2nd Year Support (9/11-8/12)	\$5,100.00
29785	819	TODD W. LUKE	9/13/2010	Faucet Hole Cover (Rens Staff Kitchen), Kitchen Faucet & Supply Lines, Box Fan for DeM Lib	\$66.61
29786	820	UNIQUE MANAGEMENT SERVI	9/13/2010	Collections: July/August Initial & July Secondary Placements	\$293.91
29787	821	VISION SERVICE PLAN- (IN)	9/13/2010	Vision Premium-Sep 2010	\$200.92
29788	822	WAL-MART COMMUNITY/GEM	9/13/2010	DVDs, Coffee, popice, folders, copy paper, dust remover, envelopes	\$1,285.01
29789	823	WASTE MANAGEMENT	9/13/2010	Trash pick-up-DeM. Lib Sept	\$50.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29790	824	WILCO COUNTY MARTKET	9/13/2010	Expenses for Mgmt Mtg	\$25.38
29791	825	YVONNE DEL VECCHIO	9/13/2010	Mileage: Walking books, Health Fair	\$36.50
29792	826	TRU-GREEN LIMITED PARTNE	9/13/2010	Bagworm application @ DeM. Lib.	\$103.95
29793	827	JASPER COUNTY HISTORICAL	9/13/2010	Vintage Views #17	\$10.00
0	828	PAYROLL	9/24/2010	PAYROLL	\$45,327.70
0	829	AFLAC	9/24/2010	Supplemental Ins. Premium-Woods, B.Thompson, Molenaar - Sept 2010 Confirm #PBXBNJG8	\$209.48
0	830	CENTURYLINK	9/24/2010	Wheatfield Local Phones, September 2010 Confirm #WB5BNJG8	\$49.32
0	831	CHICAGO TRIBUNE	9/24/2010	DeMotte Lib. Newspaper Subsc, 9/13/10-3/13/11 Confirm #DBSBDJ11	\$149.50
0	832	CITY OF RENSSELAER	9/24/2010	Rens. Utilities, 8/9/10-9/8/10 Confirm #MBCB3JDJ	\$3,170.55
0	833	GREAT-WEST RETIREMENT S	9/24/2010	Annuity w/held from 24 Sept 10 Payroll-7 participants. Online Confirmation #9BUBFJ8Z	\$1,260.00
0	834	IRS USA TAXPAYMENT	9/27/2010	FICA & FED Taxes w/held 24 Sep 10 Payroll, Ref #00721508	\$10,097.81
0	835	JOSEPH ZELLON	9/27/2010	Courier Mileage-Sept 1-15, 2010 Confirm #OBXBWJG8	\$270.00
0	836	NIPSCO	9/22/2010	DeM. Utilities, 8/6/10-9/8/10 Confirm #1BVB3J11	\$3,310.32
0	837	ALLIANCE BANK	9/27/2010	EFT - Online banking fees, August 2010	\$36.90
Total Amount of Claims					\$184,517.62

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 04, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$184,517.62

Date this 11 day of October, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown
September 30, 2010

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
IS & FEES:			\$2,960.91	\$25,979.19
DeMotte	\$1,137.26	\$8,819.22		
Rensselaer	\$1,036.38	\$9,995.10		
Wheatfield	\$787.27	\$7,164.87		
PHOTOCOPIES:			\$829.49	\$7,442.67
DeMotte	\$386.30	\$2,999.95		
Rensselaer	\$273.74	\$2,941.00		
Wheatfield	\$169.45	\$1,501.72		
INTEREST:			\$636.69	\$6,464.02
Checking/Repurchase/Savings/CD's	\$636.69	\$6,464.02		
TAXES:			\$67,330.08	\$1,111,829.57
Property Tax	\$0.00	\$477,294.30		
LOIT	\$11,453.67	\$103,083.03		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$817.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,115.20		
Local Option/Certified Shares	\$48,552.58	\$436,973.22		
Local Option/Property Tax Repl.	\$7,323.83	\$88,546.32		
TAXABLE SALES:-			\$8.58	\$89.70
REFUNDS:			\$490.00	\$2,441.35
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$1,055.35		
Meeting Room Rental	\$150.00	\$450.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$500.00		
Miscellaneous Receipts	\$340.00	\$436.00		
TOTAL OPERATING FUND RECEIPTS.....			\$72,255.75	\$1,154,246.50
PLAC FUND:-----			\$0.00	\$50.00
GIFT FUNDS:			\$1,319.93	\$10,013.34
DeMotte	\$100.00	\$3,436.25		
Rensselaer	\$640.00	\$4,553.89		
Wheatfield	\$579.93	\$2,023.20		
LIB. IMPROV. RESERVE FUND: -----			\$113.37	\$1,221.73
Interest Earned	\$113.37	\$1,221.73		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$171,688.75
Property Tax	\$0.00	\$169,875.84		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$234.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,578.41		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$272.60	\$140,521.18
Interest Earned	\$272.60	\$5,926.01		
Property Tax	\$0.00	\$133,174.28		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$183.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,237.39		
ST/HOSPITALITY FUND:-----			\$188.50	\$188.50
LEVY EXCESS FUND:-----			\$0.00	\$4,530.78
SALES TAX:-----			\$0.61	\$16.25
CONSTRUCTION FUND: (Interest Earned)-----			\$59.29	\$641.43
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)-----			\$74,210.05	\$1,709,022.93

WITHHOLDING ACCOUNT FUNDS:

			\$28,028.91	\$270,339.35
FIT Tax Collected	\$7,134.89	\$60,793.42		
FICA Collected	\$6,898.37	\$59,636.57		
State Tax Collected	\$3,430.54	\$29,667.22		
County Tax Collected	\$2,407.43	\$21,107.08		
Deferred Comp Plan	\$2,520.00	\$22,680.00		
Pre-tax Insurance Plans	\$3,234.93	\$26,643.67		
Life Insurance	\$135.16	\$1,195.28		
PERF	\$2,267.59	\$19,748.83		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$28,867.28		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$102,238.96	\$1,979,362.28

Voucher List**Jasper County Public Library****Report Date: From 10/1/2010 To 10/11/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	838	PAYROLL	10/8/2010	PAYROLL	\$45,478.79
0	839	ALLIED WASTE SERVICES #71	10/8/2010	Trash Service-Oct 2010 @ Wh. Lib (Online - Conf #4BHBTJZM)	\$59.54
0	840	GREAT-WEST RETIREMENT S	10/8/2010	Annuity w/held from 8 Oct 10 Payroll-7 participants. Online Confirmation #HB4BHJKW	\$1,260.00
0	841	INDIANA DEPARTMENT OF RE	10/8/2010	State & County Taxes w/held 8 Oct 10 Payroll, ref #12178, Verif Code #45	\$5,837.97
0	842	IRS USA TAXPAYMENT	10/8/2010	FICA & FED Taxes w/held 8 Oct 10 Payroll, Ref #00074240	\$10,094.04
0	843	JOSEPH ZELLON	10/8/2010	Courier Mileage-Sept 16-30, 2010 Confirm #ABAB6JHL	\$300.00
0	844	NIPSCO	10/8/2010	Wheatfield Utilities 9/1/10-9/30/10 Online Confirmation #DBNBEJXM	\$1,622.96
0	845	TOWN OF DEMOTTE	10/5/2010	Sewer-Sept @ DeM. Confirm #KBQB3JXM	\$76.78
0	846	TOWN OF WHEATFIELD SEW	10/5/2010	Sewer @ Wh. Lib-Oct-Confirm #VBLBIJZM	\$56.65
29794	847	ACE HARDWARE	10/11/2010	Supply faucet - DeM. Lib	\$6.69
0	848	ALLIANCE BANK	10/11/2010	EFT Direct Deposit Transaction Fees for September 2010 Payroll	\$36.90
29795	849	ANGELA BARTON	10/11/2010	Third Thursday program expenses; mileage	\$69.16
29796	850	ANTHEM BLUE CROSS BLUE	10/11/2010	Health Ins. Premium - 20 employees, October 2010	\$10,466.09
29797	851	ANTHEM LIFE	10/11/2010	Life Ins Premium, October 2010	\$99.54
29798	852	ASHLEY HOFFMAN	10/11/2010	Lawn Mowing services- September	\$260.00
29799	853	BAKER & TAYLOR	10/11/2010	Books, Gift Books, AV, Continuations	\$12,794.96
29800	854	BAKER & TAYLOR ENTERTAIN	10/11/2010	DVDs	\$172.73
29801	855	CARDINAL OFFICE PRODUCT	10/11/2010	DeM Patron Copier Annual Mtnce	\$280.13
29802	856	CENTRAL STATES SALES CO	10/11/2010	Parking Lot Bulbs	\$105.55
29803	857	CIRCLE R ELECTRIC, INC.	10/11/2010	Window Air Conditioner repair/heavy duty extension cord	\$86.70
29804	858	CAPITAL ONE BANK (USA), NA	10/11/2010	ILF Conference-5 registrants; IN Youth Registration-2; SHRM publ & meetings; sales tax credit; SDD expenses; B2B & Director Mtg expenses; Mgmt Mtg expenses	\$1,400.71
29805	859	CULLIGAN OF KOUTS	10/11/2010	Water & Cooler Rental-Wh. Lib	\$54.95
29806	860	DAVIDSON TITLES INC.	10/11/2010	Books	\$59.37
29807	861	DEBORAH KRISTOFF	10/11/2010	Mileage-Substitute Courier, 9/30/10	\$30.00
29808	862	DENISE HAVENS	10/11/2010	SDD Mileage	\$11.00
29809	863	DIANA KOOY	10/11/2010	Adult Program supplies/expenses; Kapco Bk Mending expense	\$37.95
29810	864	EBSCO PUBLISHING	10/11/2010	3-Novelist Online subscription, 10/1/10-9/30/11	\$2,290.00
29811	865	EDUCATION NETWORKS OF A	10/11/2010	Internet Connections, Sep 2010	\$885.00
29812	866	FASE'S WATER TREATMENT	10/11/2010	8 bags of Redout for DeM Softener	\$96.00
29813	867	FFC FENCING CO.	10/11/2010	Aluminum Fence & installation-Rens. Lib	\$14,032.05
29814	868	GAIL EVANS	10/11/2010	Mileage: Deliver Bd packets, bank deposits, purchase supplies, post office, Board, SHRM, & ILF meetings, etc (8/4-10/1)	\$209.90
29815	869	GAIL EVANS	10/11/2010	Petty Cash Reimbursement-Rens. Lib: Postage, masking tape, bleach	\$41.83
29674	870	GAYLORD BROS.	10/11/2010	VOID Check and A/P #679 for Microfilm Cabinet (Rens); Newbery Classif Labels	(\$1,496.10)
29816	871	GAYLORD BROS.	10/11/2010	Microfilm Cabinet -less credits for returned product; Newbery Award labels	\$1,431.44
29817	872	HEATHER WIREMAN	10/11/2010	Refund for Lost paid book returned	\$15.00
29818	873	HIGHSMITH CO. INC.	10/11/2010	Bookmarks-14 pks	\$56.84
29819	874	INDIANA DEPT. OF WORKFOR	10/11/2010	Unemployment Compensation Ins, 3rd Qtr 2010	\$429.60
29820	875	INDIANA STATE LIBRARY	10/11/2010	3rd Quarter PLAC Card Sales	\$50.00
29821	876	INSPIRATIONAL DISTRIBUTOR	10/11/2010	Christian Books	\$14.27

Printed on Monday, October 11, 2010

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29822	877	INTELLIGENT CLEANING SYS	10/11/2010	Paper towels, trash can liners	\$80.35
29823	878	JASPER ENGINEERING TECH	10/11/2010	LEAN Training for Staff Development Day, 9/10/10	\$250.00
29824	879	JEAN LAMBERT	10/11/2010	Mileage: SDD	\$22.00
29825	880	KIMBERLY SUTTON	10/11/2010	Mileage: SDD	\$11.00
29826	881	KIRBY RISK CORPORATION	10/11/2010	Ballasts-10	\$213.50
29827	882	KOLOTECH, INC.	10/11/2010	Fluorescent lights, Metal Halide bulbs	\$203.25
29828	883	LANDMARK AUDIOBOOKS	10/11/2010	Audiobooks	\$625.40
29829	884	LINDA POORTENGA	10/11/2010	Mileage: Kapco Bk Repair workshop & Mgmt Meeting	\$44.00
29830	885	LINDA THOMPSON	10/11/2010	Books, DVDs	\$119.43
29831	886	LOOKOUT BOOKS	10/11/2010	Preview Books kept - DeM. Children Dept	\$214.50
29832	887	MIDWEST TAPE	10/11/2010	DVDs	\$106.93
29833	888	NANETTE SPEACHT	10/11/2010	Rubber Stamps-Ch. Dept; Ch. Books (Amazon.com)	\$138.21
29834	889	OFFICE DEPOT	10/11/2010	Sticky notes, laminate, stamp pad, mouse support, sheet protectors	\$131.96
29835	890	OED OFFICE OF ENERGY & D	10/11/2010	Final Pyrmnt on PFEED loan, Acct #09 00000006	\$2,402.93
29836	891	OSBY WATER CONDITIONING	10/11/2010	Chemicals for softener-Wh. Lib	\$40.00
29837	892	PATTY STRINGFELLOW	10/11/2010	Mileage: MCLS (carpool), Director's Counterparts mtg, Board Mtg, Friend of Sands Mtg.; MCLS expenses	\$149.95
29838	893	FRIENDS OF THE PENDLETO	10/11/2010	DVDs - Living Biography series	\$30.00
29839	894	POPULAR SUBSCRIPTION SE	10/11/2010	November Magazine Subscription Renewals	\$3,145.08
29840	895	KV POST NEWS	10/11/2010	DeMotte Library Subscription, 11/29/2010-11/28/2011	\$49.00
29841	896	PRECISION CONTROL SYSTE	10/11/2010	DeMotte Fan Motor Assembly replaced.	\$728.57
29842	897	PROQUEST LLC	10/11/2010	Replacement microfilms-Rens Republican 1981, 82, 83, 85	\$412.00
29843	898	PUBLIC EMPLOYEES' RETIRE	10/11/2010	3rd Qtr PERF employer & employee contributions	\$24,067.28
29844	899	ROTARY CLUB of RENSSELAE	10/11/2010	July/August Membership dues	\$27.00
29845	900	SANDRA R. GREENE	10/11/2010	Refunded for lost pd book returned	\$14.00
29846	901	SUE TOBIAS	10/11/2010	Mileage: Bank Deposits, post office, SHRM meeting	\$45.05
29847	902	SVT, LLC	10/11/2010	Tuesday Movie Night expenses	\$10.17
29848	903	TONI SMITH	10/11/2010	Mileage: SDD	\$11.00
29849	904	VISION SERVICE PLAN- (IN)	10/11/2010	Vision Premium, 20 employees -Oct 2010	\$220.80
29850	905	WAL-MART COMMUNITY/GEM	10/11/2010	DVDs, light bulbs, batteries, keytags, binders, Teen Movie expenses, double-sided tape	\$2,686.04
29851	906	WASTE MANAGEMENT	10/11/2010	DeMotte Trash removal - October	\$50.00
29852	907	THOMSON WEST	10/11/2010	IN Court Rules State, Federal & Local volumes	\$198.00
150192	908	FOURSQUARE SOLUTIONS, IN	10/11/2010	Field Investigation & report on Wheatfield Roofing issues	\$4,739.38
29853	909	YVONNE DEL VECCHIO	10/11/2010	Senior Movies program-popcorn (Tysen's)	\$11.89
29855	910	JASPER COUNTY HOSPITAL	10/11/2010	Bi-Mon. Water Testing-Coliform - DeM. (Sep)	\$20.00
29856	911	ROEING CORPORATION	10/11/2010	4th Qtr Installment of Service Contract #10492	\$6,750.00
29854	912	PATTY STRINGFELLOW	10/11/2010	Rens. Circle of Giving - Grant Presentation (Stringfellow/Poortenga)	\$20.00
29857	913	KONE, INC.	10/11/2010	Qtly Elevator Maintenance Agreement	\$464.04
29858	914	NIPSCO	10/11/2010	DeMotte Utilities, 9/8-10/6	\$2,439.15
29859	915	QWEST	10/11/2010	September long distance calls	\$23.20
29860	916	UNIQUE MANAGEMENT SERV	10/11/2010	September Initial & Secondary Placements-Collections	\$215.66

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$159,945.71

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 11, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$159,945.71

Date this 11th day of October, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 8, 2010, 6pm
DeMotte Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 36)
Long Range Plan Revision (R 36)

General Business

Health Insurance 2011 (R 36-R 37)	Action
DeMotte Annual Report (R 37)	Information
DeMotte Library Art Donation (R 37)	Action
Wheatfield Library Roof (R 37)	Information
Americans With Disabilities Act	
Notice & Grievance Procedure (R 30 & R 37)	Action
2011 Slate of Officers (R 37)	Information
Year-End Board Meeting (R 37)	Action

Director's Report (R 36-R 41)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

October 11, 2010
Rensselaer Library

Present: Jody Melton, Susan Deardorff, Timothy Schultz, Natalie Waling, Janet Umlauf, Deana George, Patricia Stringfellow, Gail Evans, Kent Mahnesmith. **Absent:** Mari Anne Sayler

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the September Board Meeting Minutes, bills/financial reports, updated Salary Ordinance, revisions to Computer & Typewriter Use Policy as presented, were approved on a motion by N. Waling and seconded by S. Deardorff. Motion passed.

Wheatfield Library Roof: At the September Board Meeting Luther Mock rendered his professional opinion on the Wheatfield Library roof condition and recommended several options to correct the ventilation, sheathing, and shingles. After reviewing this report, our attorney, K. Mahnesmith, suggested the next move would be for him to write Troyer Group to let them know that the library retained L. Mock as an expert to assess the roofing problems and relate to Troyer Mr. Mock's findings, and also to see if they are willing to get onboard to fix the things that need to be fixed. On a motion by J. Umlauf, seconded by D. George, the board empowered K. Mahnesmith to write to the Troyer Group advising them of the situation and asking them to fix those problems. Ideally, Troyer would be the party to contact Gough Inc. and Gluth Roofing to share in a resolution.

P. Stringfellow relayed to the board that S. Fredrick from Troyer Group left a voice message today, Oct 11th, inquiring about the status of the Wheatfield roof since they had recommended adjustments to the sprinkler heads away from the air conditioning unit and also where we stood on payment of the outstanding invoice dating back to Nov 2009. The \$8500 charge included meeting attendance, onsite visits, travel, correspondence, and troubleshooting to sort out the dilemma. From Troyer's perspective according to S. Fredrick at that time, this is not a design issue, only vents were needed in front and recommended moving the sprinkler heads in the area of the A/C unit. No action was taken regarding the outstanding invoice.

Wheatfield Drainage Issue: J. Melton commented that there has been no progress on the berm between the bowling alley and library. Kevin Sayers will be following up with Don Meyers on the bowling alley's plan to construct one. K. Sayers reiterated that the drainage plans were not followed per specs for the subdivision (the bowling alley is part of the subdivision) and the county will enforce that the bowling alley owner construct a berm.

Budget 2011: P. Stringfellow recapped the 2011 budget figures as outlined in the board packets. On a motion by S. Deardorff, seconded by N. Waling, the board voted to adopt the 2011 budgets as presented. Motion was unanimous. The budget forms were signed and will be submitted to the county auditor within the next two days.

By-Law Amendments: The new library standards for 2011 require a section on nepotism and conflict of interest to be part of the Board by-laws. According to our bylaws an amendment is made one month and voted on the following month. T. Schultz made a motion to amend the bylaws as presented at the September Board Meeting. D. George seconded the motion. All were in favor.

Technology Plan 7/1/11-6/30/14: Our recently revised plan is a summary of our technology vision and guiding principles and includes a description of our library and a summary of equipment, hardware, software, and professional development. T. Schultz moved, seconded by J. Umlauf, to approve the revised Technology Plan. Motion passed.

Advanced Tax Draw: In an effort to receive any property tax monies collected as they become available, S. Deardorff, made a motion that we request an advanced draw for 95% of property taxes collected payable 30 days after submitting a signed resolution. N. Waling seconded the motion. Motion passed.

Nominating Committee: S. Deardorff, D. George, and T. Schultz will be preparing a slate of officers for 2011 and will present to the entire board at the November meeting.

Director's Report: The library received a \$500 grant from the Jasper Foundations Women's Circle of Giving for new Milroy cabinetry.

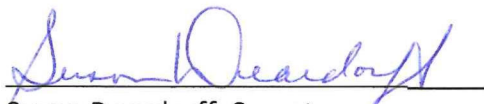
The board was provided with a fact sheet in their packets on the tax cap issue from ILF's perspective. A public question will be proposed on the November ballot for voters.

Upcoming continuing education opportunities available for library boards are the Dan Cain Workshop on October 23rd, and NILBA dinner on November 30th. These are both off-site. Let P. Stringfellow know if you wish to attend.

Kiersten Friend from the Friends of Sand has volunteered to spruce up and winterize some of the beds at Wheatfield Library later this month. If available, she could help in the spring as well. D. Kooy and P. Stringfellow have also set aside a day to tend to the beds this fall.

Comments: Board members complimented the Rensselaer Library on the new fence. A De Motte patron contacted J. Melton praising the DeMotte staff for their attentiveness to patrons approaching the circ desk.

Adjournment: With no further matters for discussion, President Melton adjourned the meeting at 6:34 PM.


Susan Deardorff, Secretary


Attest: Jody Melton, President

If you wish to address the Library Board during the meeting....

The Jasper County Public Library Board of Trustees welcomes you to this meeting. We conduct our meetings in compliance with the state Open Doors Law. Our board meetings are open for public observation. We are *not* required to allow the public to speak at meetings.

However, as we value the ideas and insights of our constituents, we allow 15 minutes of each meeting for a public forum. If you wish to speak to this board during the "forum" section of our agenda, please complete the form below and hand it to a board member before the meeting.

Only persons who have completed the form and returned it to the Director or a board member prior to the convening of the meeting will be allowed to speak.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

We will not respond at this meeting to your questions, requests for information or requests for action. We will note your request and respond at a later time after board members have sufficient time to consider and deliberate about the issue.

During other portions of the board meeting, please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

Thanks for helping us conduct an open and orderly meeting.

Request to speak to the JCPL Board during the forum

This form must be completed and returned to the Director or a board member before the meeting if you wish to speak to the JCPL Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: Ruthanne Mengel

Group/organization you represent, if any: Myself

Subject about which you will speak: Parking and landscape

November 8, 2010

Dear Members of the Jasper County Library Board,

I use the DeMotte Branch library quite often. Having some minor disabilities myself, I am concerned with the lack of attention given to the handicap offerings outside of your building. I am aware of the fact that budget constraints are strangling the ability of the board to do things that they would like to do. In regard to building maintenance, I believe the issues I will point out should take a priority in future planning for the DeMotte Branch.

I will start by asking you to imagine that you need to use a wheel chair. You enter the lower parking lot at the library and there is only one designated spot. *I do not believe that that spot is even to specification for a lift vehicle.* So let's also say that the spot is occupied. You go to the upper level to park. There is a spot available so you park. Get your chair out and go to the sidewalk. The upper door on the west side is marked with a handicap sticker so you head toward that door. As you turn onto the sidewalk to go to the door you find that the ivy has grown out onto the walk and covers over one third of the walk with vines. In some places it is very difficult if not impossible to get to the door, not to mention a liability. Able bodied persons or those who use a cane or walker are also at risk. Now let's say you get to the door. The law states that the area directly in front of the door should be un-encumbered. There is a concrete cigarette container right next to the door on the right side inhibiting anyone in a chair to get close without difficulty. At this point you find the door locked. Your only option is to go back to your vehicle and leave or make your way to the street and wheel your way in the street, down to the lower level and to the door where you would ring a bell for help. Having to go into the street is just not acceptable.

I would like you to consider re-configuring the parking spaces on the lower level. Even the regular spaces are too close together and should be made wider. With the fact that our population is fast becoming older citizens with health issues, the need for wider spaces is important. There is no safe way for someone from the upper level to get to the lower level without going into the street. Even able bodied folks walk through the mulch to get down to the lower area. A great deal of money was spent to build new stairs going down to the lower level. Did you even consider terracing a ramp down that area? I might add here that the ivy vines are also invading the stairs as well.

Consideration to make the spots directly in front of the library along the sidewalk all handicap parking is the first request that I am making. This area is flat and would not be a hazard for handicap parking. Please consider making a van space big enough for a special needs van to park in the first space closest to the door. Follow that with three wider spaces, or perhaps four depending on the dimensions of that area.

Two other issues are the outside lighting in front of the building and maintenance of the grounds. I recently worked doing the people count from late afternoon until closing. When I left there were no lights on in the lower parking area. This had happened once before last year and I notified the staff of the problem and was told it would be taken care of. I think that it was at that time. As for the grounds care, there seems to be none. I find it odd that someone is paid to spray the grass for weeds, but there seems to be no care for the groundcover on the hill on either side of the stairs. It looks bad, not to mention it is growing onto the stairs. This is a liability. This summer a small pile of mulch was brought in. It was not distributed in a tidy manner. It just looked like an afterthought to the grounds. There is a place, mentioned above, where mulch was put that has already been worn down by people walking on it to get to the lower level. This same path was there prior to the mulch being put

The concerns addressed are not mine alone; I am just the one bringing them to your attention. I am willing to do whatever I can to help resolve the issues that have been brought to your attention. For example, if you would decide to repaint the parking area for more handicap spaces I would ask the Friends of the Library to either pay for or help pay for the cost of painting. The friends have already designated \$2000.00 to help pay for the new doors in the front of the library. What good are handicap doors if there is no parking available for the people who would benefit the most from them? As far as the grounds are concerned, keeping the ivy off of the walkway is imperative. I sincerely hope that you will be able to resolve these issues in a reasonable amount of time.

Our library is such a valuable resource to this community and offers so much to the public. It is only right and fair that this branch is accessible and safe for anyone that chooses to use it.

Yours Truly,

Ruthanne Mengel

CIRCULATION BY HOLDINGS CODE
October 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	11	0	1	12
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	14	0	1	15
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	55	3	0	58
Books on CD (DBKCD)	177	5	5	187
Books on Tape (DBKT)	8	0	0	8
Compact Disc (DCD)	340	8	6	354
Digital Audiobooks (DDA)	8	0	0	8
DVD (DDVD)	1668	12	10	1690
Equipment (DEQP)	163	0	0	163
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	76	0	0	76
Fiction (DFIC)	866	38	17	921
Fiction Fantasy (DFICF)	9	2	0	11
Fiction Mystery (DFICM)	144	6	2	152
Fiction New (DFICNEW)	409	18	14	441
Fiction Science Fiction (DFICSF)	17	2	0	19
Fiction Western (DFICW)	11	0	0	11
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	69	0	1	70
Hanging Bags (DHANG)	19	1	0	20
ILL (DILL)	89	1	0	90
Internet (DINTER)	1488	0	0	1488
Juv. Audio book (DJAUDB)	35	0	0	35
Juv. Biography (DJBIO)	40	2	2	44
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	64	0	1	65
Juvenile Easy (DJE)	663	21	3	687
Juv. Easy Non-fiction (DJENF)	52	0	0	52
Juv. Easy Reader (DJER)	278	12	10	300
Juv. Fiction (DJFIC)	411	7	6	424
Juv. Holiday books (DJHOL)	118	1	4	123
Juv. Magazine (DJMAG)	59	0	0	59
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	410	41	7	458
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	161	0	0	161
Large Print Fiction (DLPF)	219	9	3	231

Large Print Nonfic (DLPNF)	16	1	1	18
Magazine (DMAG)	834	0	10	844
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	21	3	0	24
Nonfiction 100 (DNF100)	29	9	1	39
Nonfiction 200 (DNF200)	37	1	2	40
Nonfiction 300 (DNF300)	86	2	5	93
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	42	1	3	46
Nonfiction 600 (DNF600)	244	13	7	264
Nonfiction 700 (DNF700)	110	2	5	117
Nonfiction 800 (DNF800)	14	2	0	16
Nonfiction 900 (DNF900)	93	5	1	99
Nonfiction DVD (DNFDVD)	81	5	1	87
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	142	10	0	152
Nonfiction VHS (DNFVHS)	14	1	0	15
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	9	1	0	10
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	32	0	0	32
Software (DSWAR)	40	3	0	43
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	172	1	1	174
YA Audio book (DYAUDB)	5	1	0	6
YA Biography (DYAB)	5	0	0	5
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	201	11	10	222
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	13	0	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	17	1	2	20
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	10	34	0	44
Books on CD (RBKCD)	2	181	1	184
Books on Tape (RBKT)	0	17	0	17
Compact Disc (RCD)	6	310	10	326
Digital Audiobooks (RDA)	0	6	0	6
DVD (RDVD)	18	2626	7	2651
Equipment (REQP)	0	129	0	129
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	52	0	52
Fiction (RFIC)	28	858	13	899
Fiction New (RFICNEW)	19	381	18	418
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	0	172	3	175
Hanging Bag (RHANG)	0	21	1	22
ILL (RILL)	1	49	0	50
Internet (RINTER)	0	2451	0	2451
Juv. Audio book (RJAUDB)	0	18	1	19
Juv. Biography (RJBIO)	0	39	4	43
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	20	1	22
Juvenile Easy (RJE)	2	1005	6	1013
Juv. Easy Non-fiction (RJENF)	3	107	2	112
Juv. Easy Reader (RJER)	1	276	2	279
Juv. Fiction (RJFIC)	6	671	5	682
Juv. Magazine (RJMAG)	0	31	0	31
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	679	13	696
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	0	130	1	131
Large Print Fiction (RLPF)	24	177	3	204
Large Print Nonfic (RLPNF)	0	13	0	13
Magazine (RMAG)	2	436	4	442
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	15	0	17
Non-Fiction 100 (RNF100)	2	39	1	42
Non-Fiction 200 (RNF200)	1	37	1	39
Non-Fiction 300 (RNF300)	7	93	3	103
Non-Fiction 400 (RNF400)	1	7	0	8
Non-Fiction 500 (RNF500)	0	19	0	19
Non-Fiction 600 (RNF600)	23	249	21	293
Non-Fiction 700 (RNF700)	6	109	3	118
Non-Fiction 800 (RNF800)	0	22	1	23
Non-Fiction 900 (RNF900)	4	65	1	70
Nonfiction DVD (RNFDVD)	2	77	3	82
Nonfiction (RNFIC)	1	3	0	4
Nonfiction new (RNFNEW)	22	245	10	277
Nonfiction VHS (RNFVHS)	0	35	0	35
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	35	0	35
Software (RSWAR)	0	65	1	66
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	1	45	0	46
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	3	1	4
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	17	257	9	283
YA Music CD (RYACD)	3	102	4	109

YA Nonfiction (RYANF)	0	43	0	43
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	6	0	6
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	4	18	24
Books on CD (WBKCD)	20	7	143	170
Books on Tape (WBKT)	0	0	4	4
Compact Disc (WCD)	18	18	286	322
Digital Audiobooks (WDA)	0	0	2	2
DVD (WDVD)	12	15	1767	1794
Equipment (WEQP)	0	0	37	37
See librarian (WERR)	0	0	43	43
Express Book (WEXP)	3	0	0	3
Fiction (WFIC)	46	28	400	474
Fiction Fantasy (WFICF)	0	1	7	8
Fiction Mystery (WFICM)	4	7	75	86
Fiction New (WFICNEW)	47	23	374	444
Fiction Science Fiction (WFICSF)	0	2	8	10
Fiction Western (WFICW)	0	0	11	11
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	2	0	24	26
Hanging Bags (WHANG)	0	1	23	24
ILL (WILL)	0	0	42	42
Internet (WINTER)	0	0	1001	1001
Juv. Audio book (WJAUDb)	0	1	12	13
Juv. Biography (WJBIO)	1	3	23	27
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	1	0	0	1
Juv. Compact Disc (WJCD)	1	3	14	18
Juvenile Easy (WJE)	24	27	720	771
Juv. Easy Non-fiction (WJENF)	1	7	70	78
Juv. Easy Reader (WJER)	2	15	237	254
Juv. Fiction (WJFIC)	14	15	281	310
Juv. Magazine (WJMAG)	0	0	35	35
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	15	305	325
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	8	3	104	115
Large Print Fiction (WLPF)	26	6	65	97
Large Print Nonfic (WLPNF)	2	1	13	16
Magazine (WMAG)	24	0	411	435
Non-Fiction 000 (WNF000)	1	0	7	8
Non-Fiction 100 (WNF100)	0	0	15	15
Non-Fiction 200 (WNF200)	1	2	9	12
Non-Fiction 300 (WNF300)	7	0	48	55
Non-Fiction 400 (WNF400)	0	0	8	8
Non-Fiction 500 (WNF500)	1	0	28	29
Non-Fiction 600 (WNF600)	11	9	165	185
Non-Fiction 700 (WNF700)	6	2	48	56
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	8	2	27	37

Nonfiction DVD (WNFDVD)	3	0	75	78
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	10	7	108	125
Nonfiction VHS (WNFVHS)	0	0	6	6
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	1	0	37	38
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	2	160	162
YA Audio book (WYAUDB)	0	0	1	1
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	11	231	252
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	27	27
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	10956	12967	7866	31789

CIRCULATION BY HOLDINGS CODE
October 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	11	0	1	12
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	14	0	1	15
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	67	41	18	126
Books on CD (BKCD)	199	193	149	541
Books on Tape (BKT)	8	17	4	29
Compact Disc (CD)	364	336	302	1002
Digital Audiobooks (DA)	8	6	2	16
DVD (DVD)	1698	2653	1784	6135
Equipment (EQP)	163	129	37	329
See librarian (ERR)	0	0	43	43
Express Book (EXP)	79	52	0	131
Fiction (FIC)	940	924	430	2294
Fiction Fantasy (FICF)	9	3	7	19
Fiction Mystery (FICM)	148	13	77	238
Fiction New (FICNEW)	475	422	406	1303
Fiction Science Fiction (FICSF)	17	4	8	29
Fiction Western (FICW)	11	0	11	22

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	71	172	28	271
Hanging Bags (HANG)	19	23	24	66
ILL (ILL)	90	50	42	182
Internet (INTR)	1488	2451	1001	4940
Juv. Audio book (JAUDB)	35	19	13	67
Juv. Biography (JBIO)	41	44	29	114
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	1	0	0	1
Juv. Compact Disc (JCD)	66	23	16	105
Juvenile Easy (JE)	689	1053	729	2471
Juv. Easy Non-Fiction (JENF)	56	114	72	242
Juv. Easy Reader (JER)	281	303	249	833
Juv. Fiction (JFIC)	431	693	292	1416
Juv. Holiday (JHOL)	118	1	4	123
Juv. Magazine (JMAG)	59	31	35	125
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	419	735	325	1479
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	1	2	4
Juv. Toddler (JTOD)	169	133	105	407
Large Print Fiction (LPF)	269	192	71	532
Large Print Nonfic (LPNF)	18	15	14	47
Magazine (MAG)	860	436	425	1721
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	24	18	7	49
Non-Fiction 100 (NF100)	31	48	17	96
Non-Fiction 200 (NF200)	39	40	12	91
Non-Fiction 300 (NF300)	100	95	56	251
Non-Fiction 400 (NF400)	4	7	8	19
Non-Fiction 500 (NF500)	43	20	31	94
Non-Fiction 600 (NF600)	278	271	193	742
Non-Fiction 700 (NF700)	122	113	56	291
Non-Fiction 800 (NF800)	14	24	7	45
Non-Fiction 900 (NF900)	105	72	29	206
Non-Fiction DVD (NFDVD)	86	82	79	247
Nonfiction (NFIC)	1	3	2	6
Nonfiction New (NFNEW)	174	262	118	554
Nonfiction VHS (NFVH)	14	36	6	56
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	9	1	0	10
Reference (REF)	118	50	61	229
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	32	35	1	68
Software (SWAR)	41	68	38	147
Vertical File (VF)	0	0	2	2

VHS	173	48	161	382
YA Audio book (YAUDB)	5	6	1	12
YA Biography (YAB)	5	3	1	9
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	228	279	250	757
YA Music CD (YACD)	6	102	4	112
YA Nonfiction (YANF)	13	43	27	83
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	17	7	3	27
				0
Free reads	252	413	254	919
Games/Puzzles	0	71	0	71
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11326	13501	8181	33008

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2217	2030	1267	5514
Nonfiction	1260	1166	715	3141
CHILDREN'S BOOKS				
Fiction	1595	2182	1377	5154
Nonfiction	644	896	432	1972
YA BOOKS				
Fiction	299	451	278	1028
Nonfiction	18	46	28	92
Magazines, Adult	860	436	425	1721
Magazines, Children	59	31	35	125
Sound Recordings, adult	584	558	459	1601
Sound Recordings, ch	127	167	57	351
Online databases	0	0	0	0
Software	41	68	38	147
Vertical file	0	0	2	2
VHS/DVD	1971	2819	2030	6820
Equipment	163	129	37	329
Total	9838	10979	7180	27997
A-V Circulation	2723	3612	2584	8919
A-V Circulation as % of total	27.7%	32.9%	36.0%	31.9%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
19,662	19,767	11,415	11,388	13,088	12,704 Fiction
18,346	18,463	19,724	19,754	10,028	10,069 Nonfiction
					CHILDREN'S BKS
13,627	13,662	11,242	11,263	9,550	9,616 Fiction
8,958	8,961	6,065	6,097	5,283	5,284 Nonfiction
					YA BOOKS
2,424	2,320	2,393	2,408	2,002	2,017 Fiction
495	495	697	695	186	188 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,863	2,877	3,364	3,377	3,163	3,180 Sound Rec/Adult
635	633	493	499	660	662 Sound Rec/Child
25	25	16	16	1	1 Online Databases
351	358	354	354	181	181 Software
3	3				Vertical Files
3,566	3,589	4,635	4,722	2,823	2,838 VHS/DVD
118	118	142	142	57	57 Equipment
71,073	71,271	60,560	60,735	47,022	46,797 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
October 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	273	59	220	48	318	69	811	176
LOCAL HISTORY								
In person	6	2	6	2	3	1	15	4
Letters written	2	2	3	3	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1488	62	2451	102	1001	42	4940	206
Computer software used	268	22	359	30	121	10	748	62
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	3	0	0	0	5	1
CD ROM/Online databases	271	23	201	17	108	9	580	48
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	2	1	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	5	5	10	7	0	0	15	10
Notarized documents	1	0	0	0	13	3	14	4
Meeting Room Use (no. of group	45	15	25	8	38	13	108	36
Study room use	24	2	8	1	23	2	55	5
Proctoring	0	0	2	1	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	105		744		173		1022	
WIRELESS USE via patron owned pcs	238		248		127		613	
SELF-CHECKOUT USE	423		1190		470		2083	
INTERLIBRARY LOANS								
Requests made for:	136	34	60	15	44	11	240	60
Items rec'd for:	118	59	50	25	61	31	229	115
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8692	8771	4917	22380
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	421	441	99	961
Number of New Patrons Added	71	81	37	
Number of Patron Cards Expired	1	5	0	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		

Programs for all ages	1	6	3	18	0	0	4	24
Children's Programs (0-13)	9	54	15	90	11	66	35	210
Number attending	132		311		284		727	
YA Programs (14-17)	3	18	2	12	0	0	5	30
Number attending	109		63		0		172	
Adult Programs	4	24	3	18	1	6	8	48
Number attending	82		118		27		227	
Senior Citizen Programs	5	30	6	36	3	18	14	84
Number attending	31		82		28		141	
Total Number of Programs	22	132	29	174	15	90	66	396
Total Persons Attending	354		574		339		1267	
Total Attending Same Month Last `	672		489		528		1689	
Total Staff Hours Spent		417		433		280	1130	1128
Total Number of In-House Program	20		24		11		55	
Total Attendance	287		436		170		893	
Total Number of Outreach Program	2		5		4		11	
Total Attendance	67		138		169		374	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6800	70.0%	6856	62.3%	4758	66.8%	18414	66.1%
Corporate	119	1.2%	54	0.5%	0	0.0%	173	0.6%
Juvenile 0-11	231	2.4%	706	6.4%	147	2.1%	1084	3.9%
Juvenile-AV	1260	13.0%	1310	11.9%	1170	16.4%	3740	13.4%
Nonresident No Fee	71	0.7%	184	1.7%	88	1.2%	343	1.2%
Nonresident Fee	0	0.0%	4	0.0%	0	0.0%	4	0.0%
PLAC (state library card)	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Reciprocal Adult	436	4.5%	270	2.5%	100	1.4%	806	2.9%
Reciprocal Juvenile	2	0.0%	27	0.2%	0	0.0%	29	0.1%
Reciprocal Juvenile AV	22	0.2%	24	0.2%	1	0.0%	47	0.2%
Reciprocal YA	30	0.3%	0	0.0%	0	0.0%	30	0.1%
Reciprocal YA AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
School	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	93	0.8%	0	0.0%	93	0.3%
Staff	419	4.3%	891	8.1%	644	9.0%	1954	7.0%
Walking books	58	0.6%	110	1.0%	0	0.0%	168	0.6%
YA 12-17	61	0.6%	53	0.5%	37	0.5%	151	2.8%
YA-AV	211	2.2%	398	3.6%	174	2.4%	783	2.8%
Total	9720		11000		7119		27839	
 All items borrowed by nonresidents	 561	 5.8%	 622	 5.7%	 189	 2.7%	 1372	 4.9%

**Salary Ordinance 2010
Updated 11/8/10**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Marilyn Rucker	Page	\$7.25	10/28/10	9	W

Marilyn Rucker has been hired as a Page at the Wheatfield Library, replacing Catherine Hankins who resigned.

We have examined and approved the changes to the 2010 Jasper County Public Library Salary Ordinance. Dated 11/8/10

<u>Mari Anne Sayle</u>	<u>Deana K. George</u>
<u>Susan Deardorff</u>	<u>Janet Umlauf</u>
<u>Natalie A. Welling</u>	<u>Trinity M. Schuch</u>
<u>Jody Melton</u>	

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing (no long overdue items, no fines above \$5, card not expired).

Persons who ~~live, work or own~~ reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges. ~~Persons living outside the library district who regularly volunteer at a JCPL library may be given full borrowing privileges at the discretion of the agency librarian.~~

Temporary residents ~~displaced from their permanent homes due to natural disasters~~ are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not ~~pay property taxes or own property~~, attend school ~~or work~~ in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been revoked.

A corporation existing within the JCPL district may obtain a card ~~with full borrowing privileges~~ for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons will be required to pay card balance in full when card is renewed and buy a replacement card if card has been lost (purchasing card does not apply to patrons at collections). Balance must return to zero at this time. One grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM
Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with no renewal
DVD's and VHS, nonfiction	3 weeks, with no renewal
DVD's and VHS, entertainment:	2 days, with no renewal
Express Books:	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except DVDs, VHS, Express Books and circulating computer software may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment DVD's and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

VHS/DVDS: 2 entertainment DVDs, 2 entertainment VHS, 2 nonfiction VHS, and 2 nonfiction DVD's per adult card. ~~Only~~ Persons 18 years of age and older may borrow VHS/DVD's ~~videos, with one exception.~~ Persons 17 and under may borrow VHS/DVD's with parental permission.

Circulating computer software: 5 items per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: 5 adult cds and 5 jcds per borrower's card.

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Express Books & VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)

<u>Overdue materials referred to collection agency:</u>	\$10.00 per borrower plus overdue fines
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<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost case- VHS, DVD, CD, audio book or computer software jewel case:</u>	\$2.50 per case
<u>Lost audiobook</u>	Original retail cost of item plus \$10 processing fee
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged computer software:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged computer software user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	Original retail cost of item \$5.00 plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$3.00 per item
<u>Lost or damaged bar code</u>	\$.10

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00	all hardback books, VHS, DVDs, CDs, lease books
\$5.00	all paperbacks
\$5.00	all magazines
\$1.00	all vertical file items, newspapers, college catalogs
\$25.00	computer software and audiobooks
\$ 5.00	audiobooks (per unit when 1-2 units are missing)

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

<u>Lost or damaged borrower's card:</u>	\$2.00
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FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

<u>Customer-operated copiers</u>	10 cents per single side 20 cents double side
<u>Staff-operated copiers</u>	20 cents single side 40 cents double side
<u>Transparencies:</u>	40 cents each

Fines and fees continued-

Printing Fees:

Public Computer Workstations	10 cents per page per side
Microfilm Workstations	10 cents per page per side
with Portable Scanners	10 cents per page per side

Patrons may not use their own paper.

Items Available For Purchase (selling price will be indicated on the item):

Computer floppy disks
Flash Drives
Rewriteable Disks
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Hold materials: All circulating materials may be held by patrons except entertainment VHS/DVD's and Express Books. Entertainment VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a video VHS/DVD currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons.

7/96; revised 11/10

**Jasper County Public Library
Long Range Plan 2010-2014**

Our Mission Statement

The Jasper County Public Library's mission is
to inform, enrich and empower our diverse community.

Introduction

In order to fulfill our mission, we must first consider where we are and then consider where we are going. For the past two years we have pondered those very questions and drafted this, our Long Range Plan 2010-2014, which will be our road map for the next five years.

Public libraries today are facing challenges on many fronts. As we consider our diverse community and the data we collected in our User/Non User Survey in 2008 and our Staff Survey in 2009, our areas of focus for the next five years will be:

- our staff
- marketing
- our facilities
- library products/services/programs

In each area of focus community need, funding, and technology will be important considerations.

As with any journey, we recognize there will be twists and turns along the way and perhaps a need to change course. We recognize that a Long Range Plan is a living, breathing document, as dynamic as the community we serve. To help us stay on course and also recognize when portions of the course must change, we will assess our progress along the way, specifically every three months at our Staff and Board meetings. What have we accomplished? What work still needs to be done? Have our communities changed? Have the needs changed? Have community needs changed? We will measure and record our progress. We, our community, Board, and staff will make this journey together. Library Board and Staff are committed to the success of this plan.

Our Role

- The Library provides easy access to:

Books

Audio Books

Magazines

Computer Software

Newspapers

Research Materials

CDs

The Internet

VHS/DVDs

Computers

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- The Library employs trained experts who assist users in making full use of library resources, programs, and facilities.

Our Values

(adopted in 1995 and reviewed in 2009)

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.

- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

I. Annual Budget (2010):

Operating \$2,027,228; Debt Service Fund \$320,379; Library Improvement Reserve Fund \$30,000; Capital Projects Fund \$50,000; and Rainy Day Fund \$66,300

II. Facilities

Jasper County Public Library serves all of Jasper County, Indiana except for Carpenter Township and Remington, with the headquarters library in Rensselaer and branches in DeMotte and Wheatfield.

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately **17,000 square feet** each. Estimated current value of the Rensselaer library is \$3,783,907. Estimated current value of the DeMotte Library is \$3,495,448 (includes building, contents, outside structures). The Wheatfield Library (350 S. Bierma Street) built in 2005 is **14,900 square feet**. Estimated current value is \$3,073,695. All three buildings are in good condition. The library district does not own any real estate other than described above.

III. Services/ Public Programming

Registered card holders may check out numerous items from our libraries: books, magazines, newspapers, audio books, music CDs, computer software, and entertainment and educational DVDs. The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows more than 2,200 items per year from other libraries across the country through interlibrary loan.

The libraries offer a large and varied selection of programs for persons of all ages including Summer Reading programs, author visits, book and film discussions, children's story hours, sign language classes, resume classes, local history and genealogy programs, computer and Internet training classes, blood pressure screenings, and tax assistance for low income persons.

IV. Technology:

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices.

Our automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog that patrons can use to place holds on materials, renew materials, and access their patron account information. We also offer one self-checkout station at each library as a means to fulfill the needs and expectations of our technologically astute library users.

The Library has a home page on the World Wide Web (www.myicpl.org) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 52 public workstations now have Internet access. Patrons use Internet workstations to file their taxes, search and apply for jobs, do their online banking, renew their license plates, file financial aid forms, take exams, plan a vacation, search for consumer and health information, and for other tasks too numerous to mention.

In addition, a wide-area network allows patrons at all three libraries to access valuable digital collections and allows staff to share files with each other. Patrons at all three libraries have access to all electronic resources from most public workstations. Most of the digital collections leased by the library are also available to patrons from their home or office computers.

All of our libraries provide access to word processing software, children's electronic books, educational programs, and games. The DeMotte and Rensselaer libraries offer access to CD-ROM databases specifically related to Genealogy. In 2006 we digitized a collection of historically significant documents that were the property of Rensselaer resident Robert Huston Milroy, a prestigious Civil War general. These images are accessible via our library website and are useful to Civil War scholars.

Patrons have access to wireless Internet service at all three libraries. This allows patrons to bring their own laptops and other portable electronic devices into our libraries and access the Internet via their own equipment.

The Library owns 4 LCD projectors that may be used in any of our meeting rooms by groups reserving our meeting rooms. One projector may also be rented for use outside the library.

The Library has a portable computer lab that contains 10 laptop computers, an LCD projector, and a printer. The lab is used to provide computer-based instruction to residents of our service area. It may be used at any of our libraries. When it is not being used at any of our locations for a scheduled training session, it is available to businesses and local organizations for hands-on training for their employees or members. The lab is also available to area colleges who may wish to offer classes using our lab as a satellite location. The lab can only be used in our facilities.

V. Operations:

A seven-member board of trustees governs the library, hiring a Director who manages the day to day operations of the library.

Goals/Objectives

Topic Statement 1: The Library will provide the community with a trained and highly motivated staff with diverse skills who contribute to the achievement of library goals.

Goal/Objective 1: The Library will ensure that staff knows they are the backbone of the library's mission, that they are appreciated, and that their input is considered.

- Library Administration will evaluate benefits for part time employees in 2010.
- Bi-annually the Library Director will review salaries and benefits of area libraries, schools and agencies to ensure salaries and benefits are competitive, beginning in 2011.
- In 2010 the Management Team will determine a means to recognize employees for their contributions and personal achievements.
- Beginning in 2010 Supervisors will seek staff input at monthly staff meetings, and via other alternative means.
- Beginning in 2010 Supervisors will ensure that all staff are in the communication loop, placing special emphasis on library pages and janitorial/maintenance staff.
- As an ongoing activity Supervisors will ensure that all staff members are knowledgeable about library policies and procedures and where such can be found (i.e. binders, library intranet).
- In 2011 Library Administration will evaluate our employee evaluation tool to ensure that it is a tool that provides effective performance feedback and garners employee feedback.
- As an ongoing activity Supervisors will provide adequate and supportive training for new staff members to ensure they reach a minimum level of competency for their position.

- In 2010 the Librarians' Council will investigate the implementation of a circulation trainer in each public service department.
- Managing Librarians will conduct a workload assessment to determine appropriate staffing needs on an annual basis and make a report to the Director in May of each year.
- Beginning in 2010 all staff will work to ensure staff support of decisions.
- Annually in January the Librarians' Council will evaluate staff committees and realign as needed.

Goal/Objective 2: The Library will provide opportunities for professional growth and will encourage staff participation.

- By December 2010, at the direction of their Supervisor, each staff member will create step by step procedures for their specific work tasks and post on the shared drive, updating annually.
- By December 2011, Supervisors will cross train staff members to enable the library to run more smoothly during vacations and leaves and during high traffic times.
- As an ongoing activity Supervisors will ensure that their staff is trained to ensure a basic understanding of technology needed for their own work and to assist patrons.
- As an ongoing activity, the Management Team will coordinate a staff development day to offer training and networking for staff on an annual basis.
- Library Director/Board will budget monies annually for continuing education activities.
- Supervisors will identify staff training needs on an annual basis and assist in locating appropriate training mechanisms.
- All staff, except for janitors and pages, will be encouraged to attend one training activity annually.
- The Management Team, in conjunction with the Training Committee, will seek out a variety of formats and various venues for training and networking opportunities for themselves and those they supervise on an annual basis.
- In 2010 the Grants Committee will investigate means to supplement the library's continuing education budget, with special emphasis on coursework required for children's specialists.
- Supervisors, in conjunction with the Training Committee, will annually seek out training for appropriate library staff in areas such as customer service, time management, publicity and marketing, Spanish, library resources and computer skills.

- By 2012 the Training Committee will develop and implement a training program for all new staff. The training program will also be available as a refresher for existing staff as needed.
- In 2010 the Management Team will investigate means to ensure adequate staffing, to allow staff to attend continuing education opportunities as required.
- Staff, who is required by Indiana law to earn LEUs, will annually acquire at least 1/5 of the total LEUs required in a five year period for their classification.
- In 2010 the Librarians' Council will investigate a way to introduce Lean Principles to staff.

Topic Statement 2: The Library will reach out to the community to increase awareness of its products, resources, and services and communicate that it is always growing and changing with the needs of those it serves.

Goal/Objective 1: The Library will become more visible and be recognized as the go-to source for information, recreation, and personal enrichment.

- As an ongoing activity Library Staff will promote library services to local groups, organizations, businesses and schools, through various means throughout the year.
- Staff responsible for programming will develop outreach programs throughout the year to ensure that members of the community are aware of library resources and services.
- By the beginning of 2012 the Marketing Committee will investigate a method for developing a practical marketing plan and develop one.
- In 2012, the Marketing Committee, in collaboration with Library Board and Staff will create a single library identity, trademark/logo, and brand.
- The Webmaster and the Homepage Committee, in conjunction with all staff, will continually improve and encourage the use of the library's website as a 24/7 branch.
- In 2010 the Marketing Committee will investigate ways to contact new residents to promote library services, programs and collections.
- Managing Librarians will annually evaluate library signage on property and within the community.
- As an ongoing activity the Marketing Committee, Publicity Specialist, and Public Service Staff will utilize existing community mechanisms for marketing, i.e. bank marquee, radio, grocery store bulletin boards, newspaper, cable TV channel, etc.
- By the end of 2010 the Marketing Committee in conjunction with Library Administration will evaluate/revise and re-distribute the brochure that explains how to give or leave money to the Library Fund at the Jasper Foundation.

- Managing Librarians will evaluate library location maps for accuracy and revise as needed.
- As an ongoing measure in March 2010, 2012, and 2014, the Management Team will create and implement a bi-annual user/non-user survey to assess levels of satisfaction with materials, services, programs, and hours of operation.
- Supervisors will encourage staff participation in and collaboration with community organizations and activities as scheduling will allow.
- The Management Team in conjunction with the Marketing Committee will review and revise all promotional materials annually in March.
- In 2011 the Management Team will investigate an electronic mechanism to create/distribute library newsletter.
- The Management Team will identify annually in April segments of the population which may be underserved in regard to library services (due to their lack of knowledge of what's available) and determine whether they have needs the library could meet and how they could be met.
- The Management Team will actively participate in all pertinent state/local planning for the future of Public Libraries in the state of Indiana on an annual basis.

Topic Statement 3: The Library will operate and maintain facilities based on the changing role of the library and the needs of the community.

Goal/Objective 1: The Library will strive to provide a safe and secure environment for staff and library patrons.

- Managing Librarians will test emergency exits annually in April.
- In 2012 the Grants Committee will identify and recommend a funding source for implementing emergency lighting inside the Rensselaer and DeMotte buildings.
- As an ongoing activity the Management Team in conjunction with the Training Committee will ensure that staff is trained in how to handle themselves when encountering a difficult patron or situation and to be aware of not only their own environment but also that of the patrons.
- Managing Librarians will ensure that staff are trained annually in April on building emergency procedures including fire, tornado, and shut off of water and electricity.
- In 2011 Managing Librarians will facilitate labeling of interior room doors for ease of navigation.
- In 2010 The Director, in collaboration with Managing Librarians, will investigate security camera systems and implement in 2011 as budget will allow.
- As an ongoing activity Supervisors will ensure that staff are trained and empowered to manage patron behavior matters and have the ability to consistently enforce guidelines and consequences for patron behavior.

- The Librarians' Council will investigate the necessity for and method for implementation of regular canine building searches in 2011.

Goal/Objective 2: The Library will maintain optimal building maintenance for longevity and appearance and manage the current facilities' resources and space in the best possible manner.

- Managing Librarians, in conjunction with Maintenance staff, will assess the interior and the exterior of their buildings, grounds and lighting, and make written quarterly (March, July, September, December) reports to the director with an end goal of being proactive with necessary repairs.
- By the end of 2010, the Director, in conjunction with Managing Librarians, will facilitate the development of attractive, manageable and affordable landscape schemes for all libraries and make a recommendation to the Board.
- In 2010 the Librarians' Council will evaluate condition of interior spaces (such as countertops, plumbing fixtures, window treatments, etc.), and Director will make a recommendation to the Board in regards to necessary improvements and a potential timeline.
- In 2011 the Director and Department Heads will facilitate the cleaning up/tidying up and improved functionality of interior spaces for optimal efficiency, seeking professional guidance regarding functionality of staff office/workroom space at DeMotte and Rensselaer and making adjustments as budget will allow.
- The Grant Committee will recommend a funding source to provide automatic door openers at Rensselaer and DeMotte Libraries by May 2010 with implementation to occur as funding is available.
- Beginning in 2010 all departments will investigate and implement Go Green initiatives and encourage sustainability.
- In 2013, the Director, in conjunction with Managing Librarians will determine a method for acoustical testing and conduct testing as budget will allow, recommending any necessary modifications to the Board to address noise levels in public and staff areas.
- In 2010, the Director will investigate the feasibility of hiring a Facilities Manager.
- In 2012 Managing Librarians will investigate the need for implementation of an outdoor staff space.
- In 2010 the Director will investigate costs associated with adding additional parking spaces on the east and west sides of the Rensselaer Library and make a recommendation to the Board in regards to implementation.
- In 2013, the Library Board, in collaboration with Director and staff, will determine a long range plan for the DeMotte Library, specifically considering reorientation/renovation of existing facility or building a new facility.

Topic Statement 4: The Library will provide and expand products, services, and programs to meet the needs of the community.

Goal/Objective 1: Library users will find print and non-print collections that engage personal interest and reflect current trends.

- Materials selectors will continue to read journals and seek other sources to stay abreast of trends and public interest, utilizing the Publisher's Weekly Best Seller List as an ordering tool.
- Appropriate staff will annually evaluate the print and non-print collection to ensure a balanced collection that is relevant to the community.
- As a part of collection maintenance, at the direction of Managing Librarians staff will annually engage in de-selection activities, utilizing the Crew Method.
- The Management Team will annually evaluate formats to be added to the collection, considering community need. Formats will be implemented simultaneously in all libraries with Board approval.
- The Management Team will annually consider formats to deselect, or no longer add to our collections and make a recommendation to the Board.

Goal/Objective 2: The Library will evaluate its website and social network components and consider future direction and growth for this department.

- The Management Team, in conjunction with the Web Master and Homepage Committee, will annually evaluate and implement the use of social network sites, changing sites as dictated by user need.
- The Management Team, in conjunction with the Web Master and Homepage Committee will regularly maintain a high level of excellence on the library's website, ensuring that it is eye-catching, easy to navigate and contains a large amount of information on programming and events, improving and upgrading as time and money will allow.
- The Webmaster will maintain the website as a 24/7 department of the library.
- The Homepage Committee, in conjunction with the Management Team, will conduct a web survey bi-annually.
- In June the Web Master will make an annual report to the Board on the status of the website and objectives for the coming year.

Goal/Objective 3: Children, teens, and adults will discover programs and activities that provide quality, recreational experiences and support their interests in popular culture, current events, and lifelong learning.

- Appropriate staff will expand or create relevant, helpful, and entertaining programs for all age groups in our communities on an annual basis.

- As an ongoing activity staff will regularly participate in lifelong learning and literacy initiatives as resources allow.
- The Management Team will ensure that the library's bi-annual survey will assess community satisfaction with library programs and solicit feedback as to desired program topics.
- As an ongoing activity programming staff will stay abreast of popular culture and current events to ensure interesting and relevant programming.

Goal/Objective 4: The Library will investigate and implement current technology relevant to the library to ensure that patrons can access what they need quickly and conveniently.

- The Systems Administrator, in collaboration with the Management Team, will continually evaluate and implement stable and reliable Internet access, wired and wireless, and network connectivity for all libraries.
- The New Technologies Committee will monitor emerging technologies and practices and make recommendations in August to the Management Team as to resources and services most needed in the community.
- The Management Team will continue to monitor and utilize social network and instant messaging options that can be used to interact with our community and each other.
- The Management Team will investigate the need for and the feasibility of adding cable/satellite access at each library and make a recommendation to the Board by December 2012.
- The Librarians' Council will continue to monitor the effectiveness of our automated system.
- In 2010 the Technical Services Librarian, in collaboration with the Management Team, will implement a more user-friendly PAC.
- The Director and Systems Administrator, in collaboration with the Management Team, will review and update the library Technology Plan annually.

Goal/Objective 5: The Library will evaluate genealogy and local history resources and consider future direction and growth for this service.

- By the end of 2011 Genealogy/local history staff will determine a scope for collection development in the area of local history/genealogy that corresponds to community needs.
- Beginning in 2011 Genealogy/Local History Staff will partner with local historical groups in their community to stay abreast of local history matters, avoid redundancy of services, and develop programs of mutual interest, as staffing will allow.

- In 2010 Genealogy/local history staff will determine local history collections to be digitized and proceed with digitization as time and money will allow.
- The Grants Committee will identify a funding source to purchase companion scanners for the ST200 digital microfilm machines located at the DeMotte and Rensselaer Libraries by the end of 2012.
- As an ongoing activity Genealogy/local history staff will ensure that genealogy and local history collections are secure and well maintained.
- As an ongoing activity Genealogy/Local History Staff will investigate new resource sharing opportunities and implement as feasible.

Adopted November 2009; reviewed and revised 11/10



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Jasper County Public Library will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Jasper County Public Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The Jasper County Public Library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in our programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Jasper County Public Library will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in our offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Jasper County Public Library, should contact the office of the Jasper County Public Library Director as soon as possible but no later than 48 hours before the scheduled event. Contact for the Director is as follows:

Patty Stringfellow, Director
Jasper County Public Library
208 West Susan Street
Rensselaer, IN 47978
Phone 219-866-5881
Fax 219-866-7378|
Email pstringfellow@myjcpl.org

The ADA does not require the Jasper County Public Library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Jasper County Public Library is not accessible to persons with disabilities should be directed to the Jasper County Public Library Director.

The Jasper County Public Library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

10/2010

Jasper County Public Library Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Jasper County Public Library. The library's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Patty Stringfellow, Director
Jasper County Public Library
208 West Susan Street
Rensselaer, IN 47978
Phone 219-866-5881
Fax 219-866-7378|
Email pstringfellow@myjcpl.org

Within 15 calendar days after receipt of the complaint, the Library Director or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Library Director or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Jasper County Public Library and offer options for substantive resolution of the complaint.

If the response by the Library Director or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Jasper County Public Library Board President.

Within 15 calendar days after receipt of the appeal, the Jasper County Public Library Board President will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Jasper County Public Library Board President will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or their designee and appeals to the Jasper County Public Library Board President and responses from these two offices will be retained by the Jasper County Public Library for at least three years.

PEOPLE COUNT WEEK: WEEK OF OCTOBER 11-16, 2010

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2010	1703	2143	1317	494	534	357	14	12	10	398	615	326	149	161	84	214	161	255	30	94	29	131	268	92
2009	1647	2226	1248	304	157	228	7	10	24	454	856	67	91	112	75	155	144	266	22	99	29	96	178	100
2008	1755	2364	1295	77	423	409	20	16	4	484	692	301	129	134	102	257	197	283	48	73	43	150	152	137
2007	1589	2054	1360	269	354	335	17	109	33	325	681	227	156	162	65	164	216	235	37	145	32	119	408	106
2006	1477	2156	1145	594	301	183	69	2	11	982	611	239	196	81	50	259	99	192	100	30	20	228	67	106
2005	1339	1953	1147	495	400	116	46	32	10	777	368	262	126	193	62	179	283	179	81	123	37	194	204	89
2004	1335	1863	564	152	337	188	5	3	44	572	264	157	126	135	45	106	292	175	72	56	16	152	128	78

D R W

Total number:

Monthly Equivalents

2010	3133	3988	2470
2009	2776	3782	2037
2008	2920	4051	2574
2007	2676	4129	2393
2006	3905	3347	1740
2005	3237	3556	1902
2004	2520	3078	1267

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	645	697	364
Telephone: Reference	130	407	126
In-person: Directional	927	697	1104
In-person: Reference	567	1160	398
Total	2269	2961	1992
COPIES MADE FOR PATRONS	61	52	43

R35

JCPL FINANCIAL STATEMENT

October 31, 2010

	Beginning 2010 <u>Balance</u>	Current Month <u>Disbursements</u>	Y-T-D <u>Disbursements</u>	Current Month <u>Receipts</u>	Y-T-D <u>Receipts</u>	Ending <u>Balance</u>
Operating Fund	\$621,190.73	\$159,914.24	\$1,598,531.51	\$74,058.83	\$1,228,305.33	\$250,964.55
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$50.00	\$80.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$7,026.05	\$498.26	\$10,884.40	\$800.98	\$10,814.32	\$6,955.97
DeMotte	\$1,410.73	\$152.52	\$3,415.37	\$130.00	\$3,566.25	\$1,561.61
Rensselaer	\$3,435.04	\$100.64	\$5,552.22	\$670.98	\$5,224.87	\$3,107.69
Wheatfield	\$2,180.28	\$245.10	\$1,916.81	\$0.00	\$2,023.20	\$2,286.67
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$99.01	\$1,320.74	\$184,945.67
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$320,378.75	\$0.00	\$171,688.75	\$3,038.45
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$14,032.05	\$15,647.05	\$0.00	\$225,904.47	\$303,858.32
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$885.00	\$9,943.39	\$0.00	\$0.00	\$168.58
Capital Projects Fund	\$776,883.86	\$6,750.00	\$9,087.43	\$239.38	\$140,760.56	\$908,556.99
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$188.50	\$0.00	\$188.50	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$4,530.78	\$163,053.93
Sales Tax	\$18.35	\$0.00	\$18.16	\$0.81	\$17.06	\$17.25
Construction Fund	\$183,497.54	\$4,739.38	\$4,739.38	\$48.89	\$690.32	\$179,448.48
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,736.40	\$67,529.82	\$6,736.40	\$67,529.82	\$0.00
FICA Tax Collected	\$0.00	\$6,617.80	\$66,254.37	\$6,617.80	\$66,254.37	\$0.00
State Tax Collected	\$3,378.33	\$3,430.54	\$33,045.55	\$3,307.54	\$32,974.76	\$3,307.54
County Tax Collected	\$2,289.85	\$2,407.43	\$23,396.88	\$2,297.05	\$23,404.13	\$2,297.10
Deferred Comp.	\$0.00	\$2,520.00	\$25,200.00	\$2,520.00	\$25,200.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$3,489.89	\$29,903.98	\$3,234.89	\$29,878.56	\$0.00
Employee Life Insur.	\$0.00	\$135.16	\$1,330.44	\$135.16	\$1,330.44	\$0.00
Employee P.E.R.F.	\$6,547.40	\$6,649.82	\$26,296.23	\$2,200.53	\$21,949.36	\$2,200.53
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$28,867.28	\$0.00	\$28,867.28	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$218,855.97	\$2,304,757.82	\$102,297.27	\$2,081,659.55	\$2,009,023.36

Bank Balances
Jasper County Public Library
Report as of: 10/30/2010

<i>Bank</i>		
1	Alliance Bank	\$1,129,282.37
2	Demotte State Bank	\$15,136.84
3	Alliance Bank-LIRF Acct	\$184,945.67
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$179,448.48
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		
<i>Total all banks =</i>		<i>\$2,009,023.36</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/2010 To 10/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$47,222.07	\$9,499.93	83.3
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$79,731.99	\$796,874.62	\$178,225.38	81.7
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,284.39	\$51,854.21	\$14,347.79	78.3
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$0.00	\$83,999.00	\$6,617.80	\$66,254.37	\$17,744.63	78.9
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$429.60	\$4,019.04	\$2,703.96	59.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$17,417.46	\$68,863.32	\$642.68	99.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$7,370.86	\$68,231.48	\$26,018.52	72.4
Subtotal	\$1,352,502.00		\$1,352,502.00	\$121,578.90	\$1,103,319.11	\$249,182.89	81.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$0.00	\$319.29	(\$49.29)	118.3
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$257.50	\$42.50	85.8
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$47.64	\$4,748.44	\$6,251.56	43.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$81.32	\$4,068.31	\$1,931.69	67.8
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$693.64	\$4,038.36	\$961.64	80.8
2.3 REPAIR & MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$810.14	\$189.86	81.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$33.44	\$166.56	16.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$6.69	\$630.50	(\$80.50)	114.6
2.4 OTHER SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$267.33	\$8,690.12	\$4,309.88	66.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$54.00	\$46.00	54.0
Subtotal	\$37,420.00		\$37,420.00	\$1,096.62	\$23,650.10	\$13,769.90	63.2
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$270.00	\$3,396.33	\$3,020.67	52.9
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$23.20	\$3,987.97	\$212.03	95.0
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$39.36	\$1,935.38	\$3,064.62	38.7
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,209.45	\$13,238.59	\$7,761.41	63.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,005.28	\$6,557.43	\$1,442.57	82.0
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$143.93	\$1,485.67	\$314.33	82.5
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00	\$7,800.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$696.64	\$403.36	63.3
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$744.69	\$155.31	82.7
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$2,373.00	\$28,373.00	\$0.00	\$23,364.00	\$5,009.00	82.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$852.23	\$14,708.53	\$35,291.47	29.4
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,916.13	\$57,426.01	\$12,573.99	82.0
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$128.50	\$1,081.60	\$918.40	54.1
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$371.65	\$3,721.75	\$1,028.25	78.4
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$3,528.20	\$51,792.65	\$331.45	99.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$0.00	\$1,211.39	(\$311.39)	134.6
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$225.50	\$24.50	90.2
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$27.00	\$433.50	\$1,966.50	18.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$319.33	\$419.33	\$29.00	\$367.22	\$52.11	87.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$996.73	\$81,924.41	\$920.59	98.9
Subtotal	\$383,114.00	\$2,759.43	\$385,873.43	\$14,550.61	\$269,837.26	\$116,036.17	69.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	(\$64.66)	\$10,148.41	\$2,601.59	79.6
4.51 BOOKS	\$142,210.00	\$70.95	\$142,280.95	\$12,719.42	\$114,269.81	\$28,011.14	80.3
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$3,756.08	\$19,227.75	\$1,904.25	91.0
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$6,277.27	\$58,079.07	\$20,020.93	74.4
Subtotal	\$254,192.00	\$70.95	\$254,262.95	\$22,688.11	\$201,725.04	\$52,537.91	79.3
Grand Total	\$2,027,228.00	\$2,830.38	\$2,030,058.38	\$159,914.24	\$1,598,531.51	\$431,526.87	78.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
10/19/2010	100 OPERATING FUND	3.42 OTHER INSURANCE	\$2,373.00	Refund on overpymt of premium, A/P #410
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd2/12/10 Found-Refunded A/P #188
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.00	Lost Mag Pd 3/29/10 Found-Refund A/P #418
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Lost Bk Pd 1/19/10 Found-Refund A/P #443
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 3/12/10 Found-Refund A/P #572
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 2/2/10 Found-Refund A/P #608
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Lost Bk Pd 6/28/10 Found-Refund A/P #566
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.95	Lost Bk Pd 3/6/10 Found-Refund A/P #569
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Lost Bk Pd 6/22/10 Found-Refund A/P #688
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Lost Bk Pd 5/12/10 Found-Refund A/P #709
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Lost Bk Pd 7/6/10 Found-Refund A/P #662
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Lost Bk Pd 7/20/10 Found-refund A/P #756
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Lost Bk Pd 5/12/10 Found-refund A/P#757
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Lost Bk Pd 8/11/10 Found-refund A/P #768
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.99	Lost Bk Pd 1/20/10 Found-refund A/P #785
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$40.00	Lost item Pd 8/12/10 Found-refund A/P #795
10/11/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 8/2/10 Found-refund A/P #900
10/11/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Lost Bk Pd 7/30/10 Found-refund A/P #872
9/9/2010	100 OPERATING FUND	4.51 BOOKS	\$70.95	Lost ILL bk - Gustafson-pd \$.95 cash & bal chk. Reimbursed A/R #430
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
Net Changes by Fund				
	<i>Fund Number</i>		<i>Net Change</i>	
	100		\$2,830.38	
	130		\$24,730.50	

Voucher List
Jasper County Public Library

Report Date: From 10/1/2010 To 10/31/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	838	PAYROLL	10/8/2010	PAYROLL	\$45,478.79
0	839	ALLIED WASTE SERVICES #71	10/8/2010	Trash Service-Oct 2010 @ Wh. Lib (Online - Conf #4BHBTJZM)	\$59.54
0	840	GREAT-WEST RETIREMENT S	10/8/2010	Annuity w/held from 8 Oct 10 Payroll-7 participants. Online Confirmation #HB4BHJKW	\$1,260.00
0	841	INDIANA DEPARTMENT OF RE	10/8/2010	State & County Taxes w/held 8 Oct 10 Payroll, ref #12178, Verif Code #45	\$5,837.97
0	842	IRS USA TAXPAYMENT	10/8/2010	FICA & FED Taxes w/held 8 Oct 10 Payroll, Ref #00074240	\$10,094.04
0	843	JOSEPH ZELLON	10/8/2010	Courier Mileage-Sept 16-30, 2010 Confirm #ABAB6JHL	\$300.00
0	844	NIPSCO	10/8/2010	Wheatfield Utilites 9/1/10-9/30/10 Online Confirmation #DBNBEJXM	\$1,622.96
0	845	TOWN OF DEMOTTE	10/5/2010	Sewer-Sept @ DeM. Confirm #KBQB3JXM	\$76.78
0	846	TOWN OF WHEATFIELD SEW	10/5/2010	Sewer @ Wh. Lib-Oct-Confirm #VBLBIJZM	\$56.65
29794	847	ACE HARDWARE	10/11/2010	Supply faucet - DeM. Lib	\$6.69
0	848	ALLIANCE BANK	10/11/2010	EFT Direct Deposit Transaction Fees for September 2010 Payroll	\$36.90
29795	849	ANGELA BARTON	10/11/2010	Third Thursday program expenses; mileage	\$69.16
29796	850	ANTHEM BLUE CROSS BLUE	10/11/2010	Health Ins. Premium - 20 employees, October 2010	\$10,466.09
29797	851	ANTHEM LIFE	10/11/2010	Life Ins Premium, October 2010	\$99.54
29798	852	ASHLEY HOFFMAN	10/11/2010	Lawn Mowing services- September	\$260.00
29799	853	BAKER & TAYLOR	10/11/2010	Books, Gift Books, AV, Continuations	\$12,794.96
29800	854	BAKER & TAYLOR ENTERTAIN	10/11/2010	DVDs	\$172.73
29801	855	CARDINAL OFFICE PRODUCT	10/11/2010	DeM Patron Copier Annual Mtnce	\$280.13
29802	856	CENTRAL STATES SALES CO	10/11/2010	Parking Lot Bulbs	\$105.55
29803	857	CIRCLE R ELECTRIC, INC.	10/11/2010	Window Air Conditioner repair/heavy duty extension cord	\$86.70
29804	858	CAPITAL ONE BANK (USA), NA	10/11/2010	ILF Conference-5 registrants; IN Youth Registration-2; SHRM publ & meetings; sales tax credit; SDD expenses; B2B & Director Mtg expenses; Mgmt Mtg expenses	\$1,400.71
29805	859	CULLIGAN OF KOUTS	10/11/2010	Water & Cooler Rental-Wh. Lib	\$54.95
29806	860	DAVIDSON TITLES INC.	10/11/2010	Books	\$59.37
29807	861	DEBORAH KRISTOFF	10/11/2010	Mileage-Substitute Courier, 9/30/10	\$30.00
29808	862	DENISE HAVENS	10/11/2010	SDD Mileage	\$11.00
29809	863	DIANA KOOY	10/11/2010	Adult Program supplies/expenses; Kapco Bk Mending expense	\$37.95
29810	864	EBSCO PUBLISHING	10/11/2010	3-Novelist Online subscription, 10/1/10-9/30/11	\$2,290.00
29811	865	EDUCATION NETWORKS OF A	10/11/2010	Internet Connections, Sep 2010	\$885.00
29812	866	FASE'S WATER TREATMENT	10/11/2010	8 bags of Redout for DeM Softener	\$96.00
29813	867	FFC FENCING CO.	10/11/2010	Aluminum Fence & installation-Rens. Lib	\$14,032.05
29814	868	GAIL EVANS	10/11/2010	Mileage: Deliver Bd packets, bank deposits, purchase supplies, post office, Board, SHRM, & ILF meetings, etc (8/4-10/1)	\$209.90
29815	869	GAIL EVANS	10/11/2010	Petty Cash Reimbursement-Rens. Lib: Postage, masking tape, bleach	\$41.83
29674	870	GAYLORD BROS.	10/11/2010	VOID Check and A/P #679 for Microfilm Cabinet (Rens); Newbery Classif Labels	(\$1,496.10)
29816	871	GAYLORD BROS.	10/11/2010	Microfilm Cabinet -less credits for returned product; Newbery Award labels	\$1,431.44
29817	872	HEATHER WIREMAN	10/11/2010	Refund for Lost paid book returned	\$15.00
29818	873	HIGHSMITH CO. INC.	10/11/2010	Bookmarks-14 pks	\$56.84
29819	874	INDIANA DEPT. OF WORKFOR	10/11/2010	Unemployment Compensation Ins, 3rd Qtr 2010	\$429.60
29820	875	INDIANA STATE LIBRARY	10/11/2010	3rd Quarter PLAC Card Sales	\$50.00
29821	876	INSPIRATIONAL DISTRIBUTOR	10/11/2010	Christian Books	\$14.27

Printed on Monday, November 01, 2010

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29822	877	INTELLIGENT CLEANING SYS	10/11/2010	Paper towels, trash can liners	\$80.35
29823	878	JASPER ENGINEERING TECH	10/11/2010	LEAN Training for Staff Development Day, 9/10/10	\$250.00
29824	879	JEAN LAMBERT	10/11/2010	Mileage: SDD	\$22.00
29825	880	KIMBERLY SUTTON	10/11/2010	Mileage: SDD	\$11.00
29826	881	KIRBY RISK CORPORATION	10/11/2010	Ballasts-10	\$213.50
29827	882	KOLORTECH, INC.	10/11/2010	Fluorescent lights, Metal Halide bulbs	\$203.25
29828	883	LANDMARK AUDIOBOOKS	10/11/2010	Audiobooks	\$625.40
29829	884	LINDA POORTENGA	10/11/2010	Mileage: Kapco Bk Repair workshop & Mgmt Meeting	\$44.00
29830	885	LINDA THOMPSON	10/11/2010	Books, DVDs	\$119.43
29831	886	LOOKOUT BOOKS	10/11/2010	Preview Books kept - DeM. Children Dept	\$214.50
29832	887	MIDWEST TAPE	10/11/2010	DVDs	\$106.93
29833	888	NANETTE SPEACHT	10/11/2010	Rubber Stamps-Ch. Dept; Ch. Books (Amazon.com)	\$138.21
29834	889	OFFICE DEPOT	10/11/2010	Sticky notes, laminate, stamp pad, mouse support, sheet protectors	\$131.96
29835	890	OED OFFICE OF ENERGY & D	10/11/2010	Final Pyrmnt on PFEED loan, Acct #09 00000006	\$2,402.93
29836	891	OSBY WATER CONDITIONING	10/11/2010	Chemicals for softener-Wh. Lib	\$40.00
29837	892	PATTY STRINGFELLOW	10/11/2010	Mileage: MCLS (carpool), Director's Counterparts mtg, Board Mtg, Friend of Sands Mtg.; MCLS expenses	\$149.95
29838	893	FRIENDS OF THE PENDLETO	10/11/2010	DVDs - Living Biography series	\$30.00
29839	894	POPULAR SUBSCRIPTION SE	10/11/2010	November Magazine Subscription Renewals	\$3,145.08
29840	895	KV POST NEWS	10/11/2010	DeMotte Library Subscription, 11/29/2010-11/28/2011	\$49.00
29841	896	PRECISION CONTROL SYSTE	10/11/2010	DeMotte Fan Motor Assembly replaced.	\$728.57
29842	897	PROQUEST LLC	10/11/2010	Replacement microfilms-Rens Republican 1981, 82, 83, 85	\$412.00
29843	898	PUBLIC EMPLOYEES' RETIRE	10/11/2010	3rd Qtr PERF employer & employee contributions	\$24,067.28
29844	899	ROTARY CLUB of RENSSELAE	10/11/2010	July/August Membership dues	\$27.00
29845	900	SANDRA R. GREENE	10/11/2010	Refunded for lost pd book returned	\$14.00
29846	901	SUE TOBIAS	10/11/2010	Mileage: Bank Deposits, post office, SHRM meeting	\$45.05
29847	902	SVT, LLC	10/11/2010	Tuesday Movie Night expenses	\$10.17
29848	903	TONI SMITH	10/11/2010	Mileage: SDD	\$11.00
29849	904	VISION SERVICE PLAN- (IN)	10/11/2010	Vision Premium, 20 employees -Oct 2010	\$220.80
29850	905	WAL-MART COMMUNITY/GEM	10/11/2010	DVDs, light bulbs, batteries, keytags, binders, Teen Movie expenses, double-sided tape	\$2,686.04
29851	906	WASTE MANAGEMENT	10/11/2010	DeMotte Trash removal - October	\$50.00
29852	907	THOMSON WEST	10/11/2010	IN Court Rules State, Federal & Local volumes	\$198.00
150192	908	FOURSQUARE SOLUTIONS, IN	10/11/2010	Field Investigation & report on Wheatfield Roofing issues	\$4,739.38
29853	909	YVONNE DEL VECCHIO	10/11/2010	Senior Movies program-popcorn (Tysen's)	\$11.89
29855	910	JASPER COUNTY HOSPITAL	10/11/2010	Bi-Mon. Water Testing-Coliform - DeM. (Sep)	\$20.00
29856	911	ROEING CORPORATION	10/11/2010	4th Qtr Installment of Service Contract #10492	\$6,750.00
29854	912	PATTY STRINGFELLOW	10/11/2010	Rens. Circle of Giving - Grant Presentation (Stringfellow/Poortenga)	\$20.00
29857	913	KONE, INC.	10/11/2010	Qtly Elevator Maintenance Agreement	\$464.04
29858	914	NIPSCO	10/11/2010	DeMotte Utilities, 9/8-10/6	\$2,439.15
29859	915	QWEST	10/11/2010	September long distance calls	\$23.20
29860	916	UNIQUE MANAGEMENT SERV	10/11/2010	September Initial & Secondary Placements-Collections	\$215.66
0	917	PAYROLL	10/25/2010	PAYROLL	\$44,264.39
0	918	AFLAC	10/25/2010	Supplemental Ins. Premium-Woods, B.Thompson, Molenaar - Oct 2010 Confirm #AB6B1J2P	\$209.48
0	919	CITY OF RENSSELAER	10/25/2010	Rens. Utilities, 9/8/10-10/08/10 Confirm #CBXBJJ2P	\$2,968.43
0	920	GREAT-WEST RETIREMENT S	10/22/2010	Annuity w/held from 25 Oct 10 Payroll-7 participants. Online Confirmation #XBMBFJ8S	\$1,260.00
0	921	IRS USA TAXPAYMENT	10/26/2010	FICA & Federal Taxes w/held 25 October 10, Ref #00392844	\$9,877.96
0	922	JOSEPH ZELLON	10/18/2010	Courier Mileage-Oct 1-15, 2010 Confirm #XBNB2J2P	\$330.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$218,855.97

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 01, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$218,855.97

Date this 8th day of November, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

October 31, 2010

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
JES & FEES:			\$2,925.42	\$28,904.61
DeMotte	\$850.26	\$9,669.48		
Rensselaer	\$1,274.48	\$11,269.58		
Wheatfield	\$800.68	\$7,965.55		
PHOTOCOPIES:			\$910.53	\$8,353.20
DeMotte	\$383.40	\$3,383.35		
Rensselaer	\$337.28	\$3,278.28		
Wheatfield	\$189.85	\$1,691.57		
INTEREST:			\$508.78	\$6,972.80
Checking/Repurchase/Savings/CD's	\$508.78	\$6,972.80		
TAXES:			\$67,330.08	\$1,179,159.65
Property Tax	\$0.00	\$477,294.30		
LOIT	\$11,453.67	\$114,536.70		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$817.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,115.20		
Local Option/Certified Shares	\$48,552.58	\$485,525.80		
Local Option/Property Tax Repl.	\$7,323.83	\$95,870.15		
TAXABLE SALES:-			\$11.02	\$100.72
REFUNDS:			\$2,373.00	\$4,814.35
Rebates/Refund	\$2,373.00	\$2,373.00		
Insurance Claims/Reimbursements	\$0.00	\$1,055.35		
Meeting Room Rental	\$0.00	\$450.00		
Reimbursement	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$500.00		
Miscellaneous Receipts	\$0.00	\$436.00		
TOTAL OPERATING FUND RECEIPTS:			\$74,058.83	\$1,228,305.33
PLAC FUND:			\$0.00	\$50.00
GIFT FUNDS:			\$800.98	\$10,814.32
DeMotte	\$130.00	\$3,566.25		
Rensselaer	\$670.98	\$5,224.87		
Wheatfield	\$0.00	\$2,023.20		
LIB. IMPROV. RESERVE FUND:			\$99.01	\$1,320.74
Interest Earned	\$99.01	\$1,320.74		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$171,688.75
Property Tax	\$0.00	\$169,875.84		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$234.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,578.41		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$239.38	\$140,760.56
Interest Earned	\$239.38	\$6,165.39		
Property Tax	\$0.00	\$133,174.28		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$183.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,237.39		
FOOD/HOSPITALITY FUND:			\$0.00	\$188.50
LEVY EXCESS FUND:			\$0.00	\$4,530.78
SALES TAX:			\$0.81	\$17.06
CONSTRUCTION FUND: (Interest Earned)			\$48.89	\$690.32
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$75,247.90	\$1,784,270.83

WITHHOLDING ACCOUNT FUNDS:

			\$27,049.37	\$297,388.72
FIT Tax Collected	\$6,736.40	\$67,529.82		
FICA Collected	\$6,617.80	\$66,254.37		
State Tax Collected	\$3,307.54	\$32,974.76		
County Tax Collected	\$2,297.05	\$23,404.13		
Deferred Comp Plan	\$2,520.00	\$25,200.00		
Pre-tax Insurance Plans	\$3,234.89	\$29,878.56		
Life Insurance	\$135.16	\$1,330.44		
PERF	\$2,200.53	\$21,949.36		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$28,867.28		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$102,297.27	\$2,081,659.55

Voucher List**Jasper County Public Library****Report Date: From 11/1/2010 To 11/11/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29861	923	ACADEMIC SOFTWARE	11/8/2010	Kid's Science software DVD set	\$32.95
29862	924	ACE HARDWARE	11/8/2010	Toilet supply line-DeM. Restroom	\$6.99
29863	925	ALLIED WASTE SERVICES #71	11/8/2010	Trash Service-Nov 2010 @ Wh. Lib	\$59.65
29864	926	AMERICLEAN	11/8/2010	Stripped and Waxed DeMotte Library Entry, Hallway, and Bathrooms	\$366.70
29865	927	ANGELA BARTON	11/8/2010	Teen Halloween Party & Pizza Program	\$14.73
29866	928	ANTHEM BLUE CROSS BLUE	11/8/2010	Health Ins. Premium - 20 employees, November 2010	\$10,466.09
29867	929	ANTHEM LIFE	11/8/2010	Life Ins Premium, November 2010	\$99.54
29868	930	ARCADIA PUBLISHING	11/8/2010	Book	\$13.19
29869	931	AUDIO EDITIONS	11/8/2010	Audiobooks	\$59.88
29870	932	BAKER & TAYLOR	11/8/2010	Books, Gift Books, AV, Continuations	\$8,106.15
29871	933	BAKER & TAYLOR ENTERTAIN	11/8/2010	DVDs	\$995.03
29872	934	BETH REASONER	11/8/2010	Afterschool Program supplies, Mileage: Preschool visits, Marketing Mtg, Mail donation letters, Home Page committee mtg.	\$42.05
29873	935	BIERMA HARDWARE, INC.	11/8/2010	Door stop and 2 carpet flea	\$18.27
29932	936	BLUETARP FINANCIAL, INC	11/8/2010	Putty knife, Drywall knife, Pail, CLR cleaner, Sandsponge, Waterproof grease, Wire brush, Riverrock	\$22.55
29875	937	BORDERS	11/8/2010	DVDs	\$87.26
29876	938	CAPITAL ONE BANK (USA), NA	11/8/2010	AV shopping expenses, Engaging Older Youth Wksp expenses, Director's Mtg expenses, Toilet cleaner, Ink cartridge, DVDs, CDs, DVD Drive, Subscription to HR Laws, Subscription to American History	\$1,663.09
29877	939	CENTRAL INDIANA HARDWAR	11/8/2010	Pivot Set and Side Pivot for DeM Door Repairs	\$417.48
29878	940	CARDINAL OFFICE PRODUCT	11/8/2010	Mtnce Contract 7/21/10-10/21/10, DeMotte Workroom Copier DC 425 L	\$238.63
29879	941	CAROLYNN DeVRIES	11/8/2010	Mileage: Basic Literacy Mtg	\$11.00
29880	942	CRESTLINE SPECIALTIES CO,	11/8/2010	Imprinted Bic Pens	\$156.11
29881	943	CULLIGAN OF KOUTS	11/8/2010	Water Cooler Rental-Nov.-Wh. Lib.	\$9.95
29882	944	DAVIDSON TITLES INC.	11/8/2010	Books	\$144.18
29883	945	DEMCO	11/8/2010	Book Pockets, Label Protector Sheets, Schoolmate Headphone, DVDs	\$251.19
29884	946	DEX	11/8/2010	Yellow/White Page Library Listing-Qtly 1st pymt 2011	\$87.00
29885	947	DIANA KOOY	11/8/2010	Expenses for book discusion and morning movie	\$22.09
29886	948	DUCKWALL-ALCO STORES, IN	11/8/2010	Expenses for afterschool program	\$1.99
29887	949	ENA SERVICES LLC	11/8/2010	Charge for Internet Access	\$885.00
29888	950	FASE'S WATER TREATMENT	11/8/2010	6 bags of Redout - DeM. Lib.	\$72.00
29889	951	FLEX-PAC INC	11/8/2010	Foam Soap, Kleenex, Glass Cleaner, Garbage Liners, Toilet Cleaner, Stainless Steel Cleaner	\$490.32
29890	952	GALE	11/8/2010	Books	\$675.00
29891	953	H. W. WILSON COMPANY	11/8/2010	Continuations	\$225.00
29892	954	HIGHSMITH CO. INC.	11/8/2010	Cloth Book tape	\$5.81
29893	955	INSPIRATIONAL DISTRIBUTOR	11/8/2010	Book	\$24.60
29894	956	INTEGRITY SOFTWARE, INC	11/8/2010	Maintenance Renewal of SofTrack for Windows	\$818.51
29895	957	INTELLIGENT CLEANING SYS	11/8/2010	Kitchen Roll Towels, Multi-Fold Towels, Toilet Tissue	\$396.05
29896	958	JAMES R. LITTLE	11/8/2010	Wire wall mount, Wheat oak laminate shelving	\$12.16
29897	959	KENT ADHESIVE PRODUCTS	11/8/2010	Repair Tape (clear & white), Label Protectors (different sizes), Clear Polyester Wings (different sizes), Easy Hold Magazine Reinforcement, Soft Grip Knife, Replacement Blades, Acid Free Glue, Repair Syringes, Easy Jackets, Book Covers, Book Attaching Tape, Filmoplast Repair Tape, Blue Ruler, Book Guard Tape, Clear Polyester Corners, Paperback Book Protection	\$747.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29898	960	KATHY MARKWALDER	11/8/2010	Lost Book Brought Back	\$13.99
29899	961	KIM DELGER	11/8/2010	Kitchen & Bath Ideas Magazine - 5 issues	\$29.35
29900	962	KIRBY RISK CORPORATION	11/8/2010	Ballasts-10	\$213.50
29901	963	LAFAYETTE OFFICE SYSTEM	11/8/2010	3rd Qtr Copier mtnc usage-Rens. Lib Bizhub C360	\$448.42
29902	964	LINDA POORTENGA	11/8/2010	Mileage: Mgmt Mtg, Librarians Council	\$53.00
29903	965	LINDA THOMPSON	11/8/2010	Books/DVDs	\$154.68
29904	966	LIVE OAK MEDIA	11/8/2010	Audiobooks	\$133.60
29905	967	MARSHALL CAVENDISH CORP	11/8/2010	Books	\$671.92
29906	968	McDANIEL FIRE SYSTEMS, IN	11/8/2010	Replaced Fire Alarm Panel-Wh. Lib	\$2,628.00
29907	969	MIDWEST TAPE	11/8/2010	DVD's	\$511.92
29908	970	NANCY PHILLIPS	11/8/2010	Fish Tank supplies: Distilled water, filter system and cartridges	\$21.43
29909	971	NANETTE SPEACHT	11/8/2010	Books, Mileage: Circ Counterparts Mtg	\$68.07
29910	972	OFFICE DEPOT	11/8/2010	Labels, Calculator Spool, File Folders, Color Cartridges, Can Liners	\$193.48
29911	973	ORIENTAL TRADING CO., INC	11/8/2010	Programming Expenses	\$64.94
29912	974	PATTY STRINGFELLOW	11/8/2010	Mileage: ASK Committee Procedure Work, LLN Mtg, Work on Landscape Beds	\$59.50
29913	975	PEGGY WOODS	11/8/2010	Mileage: AV Shopping, Post Office, WalMart	\$7.90
29914	976	PRECISION CONTROL SYSTE	11/8/2010	Replaced belt on air handler unit; compressor # 1 tripped out, replaced crankcase heater on it; replaced compressor fan motor, blade & capacitor; oil leak on #2 compressor, repairs needed.	\$1,536.20
29915	977	PROQUEST LLC	11/8/2010	Replacement microfilms-KV Post 1/85-12/85	\$150.38
29916	978	RACHAEL CAVINDER	11/8/2010	Children's Counterparts Expenses, Mileage: SDD, IYI Wksp, Cops Night Out, Head Start Visits	\$61.98
29917	979	RACO INDUSTRIES	11/8/2010	Thermal Receipt Printer	\$320.70
29918	980	REBECCA AMALONG	11/8/2010	Mileage: AV Shipping	\$53.50
29919	981	RELIABLE EXTERMINATORS, I	11/8/2010	Pest Control- Rens. Library	\$152.00
29920	982	RELIANCE LABEL SOLUTIONS	11/8/2010	Barcode labels	\$620.46
29921	983	ROBIN STEELE	11/8/2010	DVD	\$15.00
29922	984	SCHOLASTIC LIBRARY PUBLI	11/8/2010	Books	\$180.00
29923	985	SHEILA MAXWELL	11/8/2010	Mileage: Systems Mtgs, NICCL mtg, Mgmt Mtg, Counterparts, Int Lib Expenses, NICCL Mtg Expenses, Ren. Geocache container, A/C Mtg Expenses, Int Lib airfare, Int Lib Hotel	\$1,579.67
29924	986	SHOWCASES	11/8/2010	2 Capacity DVD w/ Clips	\$230.04
29925	987	SUE TOBIAS	11/8/2010	Mileage: ILL, Deposits, SHRM Conference, Orientation in Wheatfield	\$65.45
29926	988	SVT, LLC	11/8/2010	Teen Program Supplies, Magazines, K-2 and Third Thursday Program, Volunteer People Count Expenses	\$52.38
29927	989	THE LIBRARY CORPORATION	11/8/2010	L.S. Software License Support 12/10-11/11	\$1,063.00
29928	990	VISION SERVICE PLAN- (IN)	11/8/2010	Vision Premium, 20 employees -Nov 2010	\$210.86
29929	991	WAL-MART COMMUNITY/GEM	11/8/2010	Wipes, CD's, DVDs, Fall Festival Expenses, Childrens Supplies, Magazines, Cleaner, Copy Paper, Afterschool Program, expenses, Tongs, Chloex Wipes, Soap, Air Freshner, Director's Mtg Expenses, Storytime Supplies, Volunteer People Count Supplies	\$1,291.84
29930	992	WASTE MANAGEMENT	11/8/2010	DeMotte Trash removal - November	\$50.00
29931	993	YVONNE DEL VECCHIO	11/8/2010	Mileage: Walking books, SDD, Comm. Conn & Program Notice	\$34.20
29933	994	BAKER & TAYLOR	11/8/2010	AV Materials - (transposition on Inv #AY-SWA2025137401)	\$9.00
0	995	ALLIANCE BANK	11/10/2010	EFT Direct Deposit Transaction Fees for October 2010 Payroll	\$36.80
0	996	GREAT-WEST RETIREMENT S	11/10/2010	Annuity w/held from 10 Nov 10 Payroll-7 participants. Online Confirmation #CBJPQ72	\$1,260.00
0	997	INDIANA DEPARTMENT OF RE	11/10/2010	State & County Taxes w/held 10 Nov 10 Payroll, ref #28469, Verif Code #35	\$5,604.59

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	998	IRS USA TAXPAYMENT	11/10/2010	FICA & Federal Taxes w/held 10 November 10, Ref #00671772	\$9,593.62
0	999	JOSEPH ZELLON	11/10/2010	Courier Mileage-Nov 16-31, 2010 Confirm #5BFBUZD1	\$300.00
0	1000	NIPSCO	11/10/2010	Wheatfield Utilites 9/30/10-11/1/10 Online Confirmation #9NBKZQR	\$1,659.75
0	1001	TOWN OF DEMOTTE	11/10/2010	Sewer-Oct @ DeM. Confirm #1BDBLZQR	\$69.80
0	1002	TOWN OF WHEATFIELD SEW	11/10/2010	Sewer @ Wh. Lib-Nov-Confirm #OBWBRJIW	\$56.65
0	1003	PAYROLL	11/10/2010	PAYROLL	\$43,508.98
29934	1004	QWEST	11/8/2010	Long Distance calls, Oct 2010	\$21.07
Total Amount of Claims					\$102,807.41

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 08, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$102,807.41

Date this 8th day of November, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda

**Jasper County Public Library
Board of Trustees Meeting
Wednesday, December 29, 2010; 9am
Rensselaer Library**

Purpose

Opening of Meeting	Moment of Silence
Bills to be Allowed	Action
Transfers of Funds	Action
Encumbrances	Action
Adjournment	

Voucher List
Jasper County Public Library

Report Date: From 12/14/2010 To 12/30/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1017	INDIANA DEPARTMENT OF RE	12/20/2010	State & County Taxes w/held 20 Dec 10 Payroll, ref #68132, Verif Code #38	\$5,542.88
0	1116	PAYROLL	12/23/2010	PAYROLL	\$45,791.72
0	1117	GREAT-WEST RETIREMENT S	12/28/2010	Annuity w/held from 23 Dec 10 Payroll-7 participants. Online Confirmation #UBWBTZWX	\$1,260.00
0	1118	IRS USA TAXPAYMENT	12/27/2010	FICA & Federal Taxes w/held 27 December 10, Ref #00515083	\$10,241.33
0	1119	JOSEPH ZELLON	12/23/2010	Courier Mileage-December 1-15, 2010 Confirm #GBDBXZ1Y	\$330.00
30022	1120	AFLAC	12/29/2010	Supplemental Ins. - Dec 2010	\$209.48
30023	1121	BAKER & TAYLOR	12/29/2010	Books, Continuations, Auto Yours, Gift Books, AV,shipping	\$2,535.81
30024	1122	BOYCE FORMS/SYSTEMS	12/29/2010	Accts. Payable Voucher forms	\$56.31
30025	1123	BRODART CO.	12/29/2010	Four 3-Drawer CD/DVD Cabinet-DeM. Lib.	\$2,738.96
30026	1124	BRENDA THOMPSON	12/29/2010	Mileage: B2B Meeting	\$21.72
30027	1125	CAMPBELL PRINTING COMPA	12/29/2010	Oversized Imprinted Rubber Stamp - 'VOID'	\$28.50
30028	1126	CARDINAL OFFICE PRODUCT	12/29/2010	Annual Copier Mtnce Contract on S207E (Rens Patron copier)	\$167.73
30029	1127	CDW GOVERNMENT, INC	12/29/2010	Comp Assoc Security; Dreamweaver & Acrobat Pro software; Belkin Security Lock	\$1,201.84
30030	1128	CENTRAL STATES SALES CO	12/29/2010	5-Parking Lot bulbs	\$131.50
30031	1129	CENTURION TECHNOLOGIES	12/29/2010	Smart Shield Manager & 1 yr. Mtnce	\$36.75
0	1130	CENTURYLINK	12/29/2010	Local phone, Wh. Lib, Dec 2010 (On-Line Conf #IBMBGZRM)	\$38.01
30032	1131	CITY OF RENSSELAER	12/29/2010	11/8-12/8/10 Utilities-Rens. Lib.	\$2,862.40
30033	1132	DELL MARKETING L.P.	12/29/2010	26 Computers, monitors, dual monitor, widescreen monitor	\$24,629.68
30034	1133	DEMCO	12/29/2010	Tape, Classif Labels, Book Jacket Covers	\$309.40
30035	1134	DIANA KOOY	12/29/2010	Book Discussion supplies; Chair Mat-Circ area	\$51.74
30070	1135	DIANE OPOLSKI	12/29/2010	Sears Humidifer Filters-Wh. Lib. Mileage: ASK Mtgs and Bank	\$73.98
30037	1136	GAIL EVANS	12/29/2010	Disinfectant Spray Cleaners; Rens Microfilm Cabinet keys	\$23.09
30038	1137	GAIL EVANS	12/29/2010	DeMotte PETTY CASH Reimbursement: Postage, Mileage, Doorstop	\$9.44
30039	1138	GAIL EVANS	12/29/2010	Rensselaer PETTY CASH Reimbursement: Postage, battery tester	\$17.05
30040	1139	GAIL EVANS	12/29/2010	Wheatfield PETTY CASH Reimbursements: Storytime/Ya craft supplies, Postage, Movie Nite expenses	\$27.79
30041	1140	GAYLORD BROS.	12/29/2010	Genealogy - Archival Modular Storage system & trays	\$31.13
30042	1141	HIGHSMITH CO. INC.	12/29/2010	Red Book Truck-Tech Serv. Dept	\$272.82
30043	1142	INSPIRATIONAL DISTRIBUTOR	12/29/2010	Christian Books	\$26.86
30044	1143	INTEGRITY SOFTWARE, INC	12/29/2010	SofTrack for Windows Bump Upgrade	\$97.50
30045	1144	INTELLIGENT CLEANING SYS	12/29/2010	Paper Towels, Jumbo TP, M-Fold Towels	\$243.19
30046	1145	JANICE MERRITT	12/29/2010	Found Pd Lost Book-refund	\$24.95
30047	1146	JASPER COUNTY PUBLIC LIB	12/29/2010	TRANSFER to LIRF per Board authorization Meeting of 20DEC10.	\$30,000.00
0	1147	JASPER COUNTY PUBLIC LIB	12/29/2010	Transfer Levy Excess Funds per DLGF Budget Order for 2011.	\$73,602.00
30048	1148	JOHN T. SMITH	12/29/2010	Found Pd Lost DVD-refund	\$10.00
30049	1149	JOURNAL AND COURIER	12/29/2010	Journal & Courier Subsc, 1/1/11-12/31/11 (DeM)	\$211.32
30050	1150	LANDMARK AUDIOBOOKS	12/29/2010	Audiobooks	\$29.70
30051	1151	LEGAL DIRECTORIES PUBLIS	12/29/2010	Continuations	\$67.75

Printed on Tuesday, December 28, 2010

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F7b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30052	1152	LINDA ALLEN	12/29/2010	Returned a Lost Book	\$22.99
30053	1153	MELISSA J. WIDNER	12/29/2010	Baby Wipes	\$9.97
30054	1154	MIDWEST TAPE	12/29/2010	DVDs and Sleeves	\$468.95
30055	1155	ORIENTAL TRADING CO., INC	12/29/2010	Construction hats, Blank Tickets	\$21.96
30056	1156	PDR DISTRIBUTION, LLC	12/29/2010	2011 Physicians' Desk Continuation	\$179.85
30057	1157	PEGGY WOODS	12/29/2010	Mileage: AV Shopping	\$10.00
30058	1158	POPULAR SUBSCRIPTION SE	12/29/2010	Magazines	\$412.70
30059	1159	ROEING CORPORATION	12/29/2010	Cable, Termination Materials, Installation of Network, Full Guard Renewal, DVD, Memory Card Reader, HP LaserJet Printer, Imaging, Cartridge, 1 yr mtnc on backup, ARC serve	\$5,203.97
30060	1160	S & S WORLDWIDE, INC	12/29/2010	Children's Supplies	\$64.32
30061	1161	SHEILA MAXWELL	12/29/2010	Counterparts expenses, Mileage: Counterparts, Mtgs with Brenda, Diana, and NICCL	\$199.94
30062	1162	SUNRISE PACKAGING INC.	12/29/2010	Disc 2 ring album	\$217.24
30063	1163	THE TIMES	12/29/2010	Renew Subscription 12/19/10-12/18/11	\$221.00
30064	1164	TRACY CARPENTER	12/29/2010	Reimbursement for Book	\$3.99
30065	1165	ULINE	12/29/2010	Square CD Cases, Black DVD Cases	\$201.81
30066	1166	WAL-MART COMMUNITY/GEM	12/29/2010	Children's supplies for Wh, DVD's, Afterschool program supplies, Teen program supplies, Christmas party supplies, batteries, Genealogy supplies	\$1,099.25
30067	1167	YVONNE DEL VECCHIO	12/29/2010	Mileage: walking books, books clubs, community connections	\$29.05
150193	1168	DUMAS, WEIST & MAHNESMIT	12/29/2010	Legal services-Wh. Roof & Board Mtg attendance- March, June, Sept, Oct, & Dec	\$895.65
30068	1169	ANGELA BARTON	12/29/2010	Mileage:Books to Bridge	\$45.00
30069	1170	FLEX-PAC INC	12/29/2010	Trash liners, bowl cleaner, Kleenex, Hand Sanitizer	\$400.54
30071	1171	ASSOCIATION OF INDIANA M	12/29/2010	Directory	\$75.00
30072	1172	BAKER & TAYLOR	12/29/2010	Books, Continuations	\$220.01
30073	1173	VERONICA CALL	12/29/2010	Found Pd Lost Book-refund	\$22.95

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$212,980.47

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 28, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$212,980.47

Date this 29th day of December, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/1/2010 To 12/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$56,675.67	\$46.33	99.9
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$81,174.09	\$956,918.44	\$18,181.56	98.1
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,305.38	\$62,394.63	\$3,807.37	94.2
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$612.48	\$84,611.48	\$5,499.08	\$78,301.60	\$6,309.88	92.5
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$4,019.04	\$2,703.96	59.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$68,863.32	\$642.68	99.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$94,250.00	\$0.00	\$94,250.00	\$6,679.54	\$82,526.96	\$11,723.04	87.6
Subtotal	\$1,352,502.00	\$612.48	\$1,353,114.48	\$103,384.89	\$1,309,699.66	\$43,414.82	96.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$115.54	\$434.83	(\$164.83)	161.0
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$257.50	\$42.50	85.8
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$30.59	\$11,030.59	\$1,079.41	\$6,156.80	\$4,873.79	55.8
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$663.02	\$5,971.06	\$28.94	99.5
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$1,020.11	\$5,181.26	(\$181.26)	103.6
2.3 REPAIR & MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$822.30	\$177.70	82.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$31.44	\$64.88	\$135.12	32.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$31.12	\$882.11	(\$332.11)	160.4
2.4 OTHER SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$2,120.51	\$13,141.78	(\$141.78)	101.1
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$44.02	\$98.02	\$1.98	98.0
Subtotal	\$37,420.00	\$30.59	\$37,450.59	\$5,105.17	\$33,010.54	\$4,440.05	88.1
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$425.00	\$3,821.33	\$2,595.67	59.6
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$66.26	\$4,190.68	\$9.32	99.8
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$245.23	\$2,180.61	\$2,819.39	43.6
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$2,065.69	\$17,158.63	\$3,841.37	81.7
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$109.58	\$7,472.83	\$527.17	93.4
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$167.83	\$1,799.86	\$0.14	100.0
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$885.00	\$1,601.42	\$6,198.58	20.5
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$696.64	\$403.36	63.3
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$900.80	(\$0.80)	100.1
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$2,527.00	\$28,527.00	\$0.00	\$23,364.00	\$5,163.00	81.9
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,192.76	\$18,326.68	\$31,673.32	36.7
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,369.90	\$68,645.90	\$1,354.10	98.1
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$134.75	\$1,299.85	\$700.15	65.0
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$359.27	\$4,445.80	\$304.20	93.6
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$4,793.19	\$61,736.22	(\$9,612.12)	118.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$0.00	\$1,211.39	(\$311.39)	134.6
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$245.40	\$4.60	98.2
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$24.00	\$457.50	\$1,942.50	19.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	100.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$551.33	\$651.33	\$218.01	\$599.22	\$52.11	92.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$3,075.26	\$85,547.69	(\$2,702.69)	103.3
Subtotal	\$383,114.00	\$3,145.43	\$386,259.43	\$50,141.68	\$337,240.45	\$49,018.98	87.3
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$2,644.09	\$13,160.19	(\$410.19)	103.2
4.51 BOOKS	\$142,210.00	\$70.95	\$142,280.95	\$8,123.61	\$131,713.18	\$10,567.77	92.6
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$1,092.42	\$20,688.38	\$443.62	97.9
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$5,086.58	\$67,287.00	\$10,813.00	86.2
Subtotal	\$254,192.00	\$70.95	\$254,262.95	\$16,946.70	\$232,848.75	\$21,414.20	91.6
Grand Total	\$2,027,228.00	\$3,859.45	\$2,031,087.45	\$175,578.44	\$1,912,799.40	\$118,288.05	94.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 12/1/2010 To 12/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,615.00	(\$1,615.00)	0.0
3.26 NETWORKING	\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$10,300.00	0.0
3.61 BUILDING & STRUCTURES	\$56,000.00	\$0.00	\$56,000.00	\$0.00	\$0.00	\$56,000.00	0.0
Subtotal	\$66,300.00		\$66,300.00	\$0.00	\$1,615.00	\$64,685.00	2.4
<i>4. Capital Outlays</i>							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$14,032.05	(\$14,032.05)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$14,032.05	(\$14,032.05)	0.0
Grand Total	\$66,300.00	\$0.00	\$66,300.00	\$0.00	\$15,647.05	\$50,652.95	23.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 12/1/2010 To 12/31/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$600.00	\$0.00	\$600.00	\$1,125.00	\$1,125.00	(\$525.00)	187.5
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,316.00	\$0.00	\$18,316.00	\$10,514.70	\$21,373.54	(\$3,057.54)	116.7
Subtotal	\$18,916.00		\$18,916.00	\$11,639.70	\$22,498.54	(\$3,582.54)	118.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$29,194.00	\$0.00	\$29,194.00	\$25,982.10	\$26,235.66	\$2,958.34	89.9
4.53 NONPRINTED MATERIALS	\$1,890.00	\$0.00	\$1,890.00	\$1,233.43	\$1,265.80	\$624.20	67.0
Subtotal	\$31,084.00		\$31,084.00	\$27,215.53	\$27,501.46	\$3,582.54	88.5
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$38,855.23	\$50,000.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

December 29, 2010

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	<u>Added Amount Appropriated</u>	<u>Amount Reduced</u>
2.11 Official Records	\$ 164.83	
2.23 Other Operating Supplies	\$ 181.26	
2.33 Repair Parts	\$ 332.11	
2.41 Library Supplies	\$ 141.78	
2.13 Other Office Supplies		\$ 819.98
3.33 Marketing Supplies	\$.80	
3.61 Building & Structure Repairs	\$ 9612.12	
3.62 Equipment Repairs	\$ 311.39	
3.98 Maintenance Contracts	\$ 2702.69	
3.51 Gas		\$12,627.00
4.4 Furniture & Equipment	\$ 410.19	
4.52 Periodicals/Newspapers		\$ 410.19
TOTAL Added	\$ 13,857.17	TOTAL Reduced \$13,857.17

LIBRARY CAPITAL PROJECTS FUND (160)

	<u>Added Amount Appropriated</u>	<u>Amount Reduced</u>
3.26 Other Professional Services	\$ 525.00	
3.98 Maintenance/Service Contracts	\$ 3,057.54	
4.4 Furniture & Equipment		\$ 2,958.34
4.53 Non-Printed Materials		\$ 624.20
TOTAL Added	\$ 3,582.54	TOTAL Reduced \$ 3,582.54

RAINY DAY FUND (151)

	<u>Added Amount Appropriated</u>	<u>Amount Reduced</u>
3.14 Other Professional Services	\$ 1615.00	
4.3 Improvements Other than Bldg	\$ 14032.05	
3.61 Building & Structures		\$ 15,647.05
TOTAL Added	\$ 15,647.05	TOTAL Reduced \$ 15,647.05

AYE

NAY

ATTEST:

Secretary, Jasper Co. Public Library Board

Resolution to Encumber Operating (100) Fund

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of JASPER COUNTY PUBLIC LIBRARY during **2010**; Now, therefore be it resolved by the Library Board of the JASPER COUNTY PUBLIC LIBRARY, JASPER County, Indiana, that for the following appropriations hereby be encumbered from the **2010** budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Contract/Purchase Order</u>	<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
P.O #6604	Little PIM	4.53	\$ 149.90

Presented to the JASPER COUNTY PUBLIC LIBRARY BOARD, read in full and adopted this **29th** **Day of December, 2010**, by the following aye and nay vote.

AYE

NAY

ATTEST:

Secretary, Jasper County Public Library Board

Agenda
Jasper County Public Library
Board of Trustees Meeting
~~Monday, December 13, 2010, 6pm~~
CANCELLED Due to Weather
and
Rescheduled to Monday, December 20, 2010, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Library Policies (R 10; R 15)
Workshop Requests (R 15)

General Business

Wheatfield Library Roof (R 15)	Information
De-selection Recommendation/Formats to Add (R 16)	Action
DeMotte Library Patron-Concerns (R 12; R 16)	Discussion
LIRF Transfers (R 16)	Action
2011 Salary Increase (R 16)	Action
Election of Officers (R 16)	Action
End of December Board Meeting (R 16)	Information

Director's Report (R 15-R 19)

Information

Items for Future Agendas

Public Forum

Adjournment

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 13, 2010, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Library Policies (R 10; R 15)
Workshop Requests (R 15)

General Business

Wheatfield Library Roof (R 15)	Information
De-selection Recommendation/Formats to Add (R 16)	Action
DeMotte Library Patron-Concerns (R 12; R 16)	Discussion
LIRF Transfers (R 16)	Action
2011 Salary Increase (R 16)	Action
Election of Officers (R 16)	Action
End of December Board Meeting (R 16)	Information

Director's Report (R 15-R 19)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

November 8, 2010
DeMotte Library

Present: Jody Melton, Susan Deardorff, Timothy Schultz, Natalie Waling, Mari Anne Sayler, Janet Umlauf, Deana George, Patricia Stringfellow, Gail Evans, Brenda Thompson, Evie Bristol, Sue Tobias.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, updated Salary Ordinance, revisions to Circulation Policy and to the Long-Range Plan as presented, were approved on a motion by M. Sayler and seconded by J. Umlauf. Motion passed.

Health Insurance 2011: The premiums for 2011 came in 1.9% less than for 2010 for identical coverage through Anthem Blue Cross/Blue Shield PPO plan. S. Tobias, HR Specialist, was present to field health insurance questions from the board. The library budgeted enough to cover a minimum of 22 employees. Currently there are 20 employees participating in the library's ILF insurance plan. On a motion by S. Deardorff, seconded by M. Sayler, the board approved contributing 80% towards single coverage for employees working 35-40 hrs/week and 50% for employees working 30-34 hrs/week. Motion passed unanimously.

DeMotte Library Annual Report: Branch Librarian Brenda Thompson began her report by relating how HVAC issues can be stressful for staff, but with a pictorial guide that was created through the assistance of Precision Control, any staff member can now easily shut down HVAC equipment in an emergency. She also shared that while using the library's wheelchair over the past month or so, she gained perspective on maneuvering through the library and outlined these in a report to the P. Stringfellow for future building considerations at DeMotte Library. Using a PowerPoint presentation she acknowledged her great staff one by one. B. Thompson did a pictorial review of the programs offered throughout the year month by month for adults and E. Bristol commented on the children's programs. They also participated in the Town & Country Day parade. Numbers were up again for summer reading especially in the younger age groups. President J. Melton thanked them for their excellent report and related a patron's comment that was shared with him on the great customer service the DeMotte staff provides.

Art Donation: Artist Mary VanSoest donated a large landscape painting to the DeMotte Library. The Board was able to see this donated piece at their meeting. On a motion by M. Sayler, seconded by D. George, the board voted to accept the painting. Motion passed. DeMotte Library staff will send a thank you note to acknowledge the gift.

Wheatfield Roof: In October library attorney Kent Mahnesmith drafted a letter and mailed it to Troyer Group regarding Luther Mock's findings. Troyer has not responded yet.

Americans With Disabilities Act Notice & Grievance Procedure: Indiana libraries are required to create and post an ADA notice and adopt and publish a grievance procedure. The State Library provided links to government resources that could be used to create the necessary documents. P. Stringfellow used templates contained within an ADA Toolkit to create the necessary documents. T. Schultz moved, seconded by J. Umlauf, to approve these documents to be posted, published, and implemented. Motion passed.

2011 Slate of Officers: S. Deardorff presented the nominees for the following 2011 offices: J. Melton, President; T. Schultz, Vice-President; D. George, Treasurer; M. Sayler, Assistant Treasurer; and J. Umlauf, Secretary. The board will vote on the new slate at the December meeting.

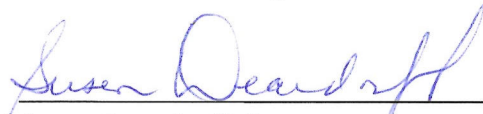
Final Board Meeting of 2010: The year-end meeting to approve final bills, transfers and encumbrances for the year, will be held on Wednesday, Dec. 29th, at 9:00 AM with tentatively M. Sayler, D. George, S. Deardorff, and J. Melton in attendance.

Director's Report: Sue Deardorff's current term on the Board is set to expire December 31, 2010. She has indicated in a letter to her appointing authority that she does not wish to be reappointed. The content of her letter was shared with the Board. Appreciation was expressed for her twelve years of service. Board members were reminded to leave their board books after the Dec. 13th board meeting to be updated for 2011. We received an advanced tax draw today as a result of the board request last month. Progress was made on weeding the landscape areas at Wheatfield Library through the efforts of D. Kooy, P. Stringfellow, and Kiersten Friend and volunteers. The library received a Tax Impact Statement per H. J. Umbaugh & Associates. Taxing units in the area that may be affected are required to be notified. After reviewing the TIF statement, the library will not be impacted by it.

Public Forum: Patron Ruthanne Mengel addressed the board with her concerns with the lack of attention given to the handicap areas outside the DeMotte Library. She felt there is a lack of parking areas on the lower level (only one) and too small and none behind the building. She cited the lack of lighting in some parking areas on occasion, poor landscaping, ivy growing through the walkway, accessibility to the building from upper level and a need for a terracing ramp, and automatic door openers. The board thanked her for her observations and suggested she do a walk-through with B. Thompson, DeMotte Librarian, on these issues.

Future Agendas: Wheatfield Roof, DeMotte Landscape and Parking Lot.

Adjournment: With no further matters for discussion, J. Umlauf moved to adjourn the meeting at 7:25 PM. N. Waling seconded the motion.


Susan Deardorff, Secretary


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
November 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	7	0	1	8
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	9	0	2	11
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	53	1	0	54
Books on CD (DBKCD)	142	6	4	152
Books on Tape (DBKT)	0	2	0	2
Compact Disc (DCD)	357	11	5	373
Digital Audiobooks (DDA)	9	0	0	9
DVD (DDVD)	1684	18	13	1715
Equipment (DEQP)	142	0	0	142
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	62	0	0	62
Fiction (DFIC)	799	33	20	852
Fiction Fantasy (DFICF)	19	2	0	21
Fiction Mystery (DFICM)	117	13	2	132
Fiction New (DFICNEW)	389	18	12	419
Fiction Science Fiction (DFICSF)	4	0	3	7
Fiction Western (DFICW)	6	0	0	6
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	42	0	2	44
Hanging Bags (DHANG)	11	0	0	11
ILL (DILL)	77	1	0	78
Internet (DINTER)	1501	0	0	1501
Juv. Audio book (DJAUDB)	27	1	0	28
Juv. Biography (DJBIO)	47	2	1	50
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	65	0	0	65
Juvenile Easy (DJE)	600	4	5	609
Juv. Easy Non-fiction (DJENF)	57	5	0	62
Juv. Easy Reader (DJER)	372	11	2	385
Juv. Fiction (DJFIC)	393	14	4	411
Juv. Holiday books (DJHOL)	107	4	1	112
Juv. Magazine (DJMAG)	46	0	5	51
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	406	25	23	454
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	175	2	0	177
Large Print Fiction (DLPF)	89	4	1	94

Large Print Nonfic (DLPNF)	13	0	0	13
Magazine (DMAG)	739	1	12	752
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	21	0	0	21
Nonfiction 100 (DNF100)	15	1	1	17
Nonfiction 200 (DNF200)	19	3	0	22
Nonfiction 300 (DNF300)	103	10	2	115
Nonfiction 400 (DNF400)	8	0	0	8
Nonfiction 500 (DNF500)	36	1	0	37
Nonfiction 600 (DNF600)	236	9	10	255
Nonfiction 700 (DNF700)	91	1	3	95
Nonfiction 800 (DNF800)	31	1	2	34
Nonfiction 900 (DNF900)	56	3	4	63
Nonfiction DVD (DNFDVD)	82	0	1	83
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	125	5	4	134
Nonfiction VHS (DNFVHS)	12	0	0	12
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	3	1	0	4
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	74	8	0	82
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	174	4	0	178
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	4	1	0	5
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	215	6	4	225
YA Music CD (DYACD)	3	0	0	3
YA Nonfiction (DYANF)	8	0	0	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	1	0	6
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	46	0	49
Books on CD (RBKCD)	2	156	7	165
Books on Tape (RBKT)	0	7	2	9
Compact Disc (RCD)	5	304	3	312
Digital Audiobooks (RDA)	0	1	0	1
DVD (RDVD)	19	2693	16	2728
Equipment (REQP)	0	151	0	151
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	39	0	39
Fiction (RFIC)	19	691	16	726
Fiction New (RFICNEW)	27	369	13	409
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0

Graphic Novels (RGN)	3	103	7	113
Hanging Bag (RHANG)	0	36	0	36
ILL (RILL)	1	41	0	42
Internet (RINTER)	0	2235	0	2235
Juv. Audio book (RJAUDB)	0	16	1	17
Juv. Biography (RJBIO)	1	70	1	72
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	35	0	35
Juvenile Easy (RJE)	11	721	11	743
Juv. Easy Non-fiction (RJENF)	0	79	0	79
Juv. Easy Reader (RJER)	3	374	3	380
Juv. Fiction (RJFIC)	13	489	6	508
Juv. Magazine (RJMAG)	0	33	0	33
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	514	7	523
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	3	0	3
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	116	1	119
Large Print Fiction (RLPF)	18	157	1	176
Large Print Nonfic (RLPNF)	2	11	0	13
Magazine (RMAG)	0	439	2	441
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	11	0	11
Non-Fiction 100 (RNF100)	0	22	0	22
Non-Fiction 200 (RNF200)	4	40	1	45
Non-Fiction 300 (RNF300)	6	120	4	130
Non-Fiction 400 (RNF400)	1	6	0	7
Non-Fiction 500 (RNF500)	1	26	2	29
Non-Fiction 600 (RNF600)	27	266	12	305
Non-Fiction 700 (RNF700)	3	96	5	104
Non-Fiction 800 (RNF800)	2	5	0	7
Non-Fiction 900 (RNF900)	5	58	4	67
Nonfiction DVD (RNFDVD)	4	107	7	118
Nonfiction (RNFIC)	0	1	0	1
Nonfiction new (RNFNEW)	16	166	5	187
Nonfiction VHS (RNFVHS)	0	21	0	21
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	12	0	12
Software (RSWAR)	0	81	0	81
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	62	0	62
YA Audio book (RYAUDB)	0	13	0	13
YA Biography (RYAB)	0	4	1	5
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	12	204	11	227
YA Music CD (RYACD)	5	73	4	82

YA Nonfiction (RYANF)	0	31	0	31
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	3	0	3
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	3	17	25
Books on CD (WBKCD)	15	8	167	190
Books on Tape (WBKT)	1	0	4	5
Compact Disc (WCD)	13	13	289	315
Digital Audiobooks (WDA)	0	0	4	4
DVD (WDVD)	14	15	1886	1915
Equipment (WEQP)	0	0	44	44
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	1	0	40	41
Fiction (WFIC)	31	40	396	467
Fiction Fantasy (WFICF)	0	0	5	5
Fiction Mystery (WFICM)	4	11	60	75
Fiction New (WFICNEW)	51	25	336	412
Fiction Science Fiction (WFICSF)	0	0	4	4
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAg)	0	0	0	0
Graphic Novels (WGN)	0	1	40	41
Hanging Bags (WHANG)	0	0	9	9
ILL (WILL)	1	1	48	50
Internet (WINTER)	0	0	1163	1163
Juv. Audio book (WJAUDb)	0	1	12	13
Juv. Biography (WJBIO)	1	3	7	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	1	16	18
Juvenile Easy (WJE)	35	7	598	640
Juv. Easy Non-fiction (WJENF)	5	1	67	73
Juv. Easy Reader (WJER)	7	5	213	225
Juv. Fiction (WJFIC)	18	24	302	344
Juv. Magazine (WJMAG)	1	0	46	47
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	16	34	293	343
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	1	2	113	116
Large Print Fiction (WLPF)	16	4	65	85
Large Print Nonfic (WLPNF)	1	1	14	16
Magazine (WMAG)	6	0	374	380
Non-Fiction 000 (WNF000)	0	0	7	7
Non-Fiction 100 (WNF100)	0	0	15	15
Non-Fiction 200 (WNF200)	0	3	16	19
Non-Fiction 300 (WNF300)	8	3	50	61
Non-Fiction 400 (WNF400)	1	1	3	5
Non-Fiction 500 (WNF500)	2	0	21	23
Non-Fiction 600 (WNF600)	7	1	140	148
Non-Fiction 700 (WNF700)	10	3	51	64
Non-Fiction 800 (WNF800)	1	1	8	10
Non-Fiction 900 (WNF900)	1	0	46	47

Nonfiction DVD (WNFDVD)	1	0	69	70
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	14	5	85	104
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	3	62	65
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	1	198	199
YA Audio book (WYAUSB)	0	0	4	4
YA Biography (WYAB)	1	0	0	1
YA Books on CD (WYABKCD)	0	2	4	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	34	10	212	256
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	7	0	19	26
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	1	0	1	2
TOTAL	10456	11826	7953	30235

CIRCULATION BY HOLDINGS CODE
November 2010

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	7	0	1	8
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	9	0	2	11
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	61	50	17	128
Books on CD (BKCD)	159	170	178	507
Books on Tape (BKT)	1	9	6	16
Compact Disc (CD)	375	328	297	1000
Digital Audiobooks (DA)	9	1	4	14
DVD (DVD)	1717	2726	1915	6358
Equipment (EQP)	142	151	44	337
See librarian (ERR)	0	0	0	0
Express Book (EXP)	63	39	40	142
Fiction (FIC)	849	764	432	2045
Fiction Fantasy (FICF)	19	2	5	26
Fiction Mystery (FICM)	121	24	62	207
Fiction New (FICNEW)	467	412	361	1240
Fiction Science Fiction (FICSF)	4	0	7	11
Fiction Western (FICW)	6	0	3	9

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	45	104	49	198
Hanging Bags (HANG)	11	36	9	56
ILL (ILL)	79	43	48	170
Internet (INTR)	1501	2235	1163	4899
Juv. Audio book (JAUDB)	27	18	13	58
Juv. Biography (JBIO)	49	75	9	133
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	66	36	16	118
Juvenile Easy (JE)	646	732	614	1992
Juv. Easy Non-Fiction (JENF)	62	85	67	214
Juv. Easy Reader (JER)	382	390	218	990
Juv. Fiction (JFIC)	424	527	312	1263
Juv. Holiday (JHOL)	107	4	1	112
Juv. Magazine (JMAG)	47	33	51	131
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	424	573	323	1320
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	3	0	3
Juv. Reference (JREF)	1	0	1	2
Juv. Toddler (JTOD)	178	120	114	412
Large Print Fiction (LPF)	123	165	67	355
Large Print Nonfic (LPNF)	16	12	14	42
Magazine (MAG)	745	440	388	1573
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	21	11	7	39
Non-Fiction 100 (NF100)	15	23	16	54
Non-Fiction 200 (NF200)	23	46	17	86
Non-Fiction 300 (NF300)	117	133	56	306
Non-Fiction 400 (NF400)	10	7	3	20
Non-Fiction 500 (NF500)	39	27	23	89
Non-Fiction 600 (NF600)	270	276	162	708
Non-Fiction 700 (NF700)	104	100	59	263
Non-Fiction 800 (NF800)	34	7	10	51
Non-Fiction 900 (NF900)	62	61	54	177
Non-Fiction DVD (NFDVD)	87	107	77	271
Nonfiction (NFIC)	1	1	2	4
Nonfiction New (NFNEW)	155	176	94	425
Nonfiction VHS (NFVH)	12	21	1	34
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	3	1	0	4
Reference (REF)	97	46	63	206
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	12	0	23
Software (SWAR)	74	92	62	228
Vertical File (VF)	3	1	1	5

VHS	174	67	198	439
YA Audio book (YAUDB)	3	13	4	20
YA Biography (YAB)	5	5	1	11
YA Books on CD (YABKCD)	0	2	4	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	261	220	227	708
YA Music CD (YACD)	8	73	4	85
YA Nonfiction (YANF)	15	31	19	65
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	4	1	11
				0
Free reads	254	452	66	772
Games/Puzzles	0	21	0	21
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10808	12345	8082	31235

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1912	1862	1044	4818
Nonfiction	1117	1033	645	2795
CHILDREN'S BOOKS				
Fiction	1646	1769	1261	4676
Nonfiction	646	741	401	1788
YA BOOKS				
Fiction	306	324	276	906
Nonfiction	20	36	20	76
Magazines, Adult	745	440	388	1573
Magazines, Children	47	33	51	131
Sound Recordings, adult	547	523	493	1563
Sound Recordings, ch	112	163	42	317
Online databases	0	0	0	0
Software	74	92	62	228
Vertical file	3	1	1	5
VHS/DVD	1990	2921	2191	7102
Equipment	142	151	44	337
Total	9307	10089	6919	26315
A-V Circulation	2723	3699	2788	9210
A-V Circulation as % of total	29.3%	36.7%	40.3%	35.0%

SYSTEM

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	71,475	60,977	46,934
Circulation Increase/Decrease	-13.0%	-1.0%	3.6%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2009	2010	% change
Current month's Circulation	27,558	26,315	-4.5%
Jan. to date circulation	329,037	311,078	-5.5%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
19,767	19,836	11,388	11,434	12,704	12,784
18,463	18,530	19,754	19,756	10,069	9,980
13,662	13,722	11,263	11,300	9,616	9,680
8,961	8,972	6,097	6,150	5,284	5,295
2,320	2,226	2,408	2,417	2,017	2,032
495	496	695	694	188	190
0	0	20	20	0	0
2,877	2,909	3,377	3,395	3,180	3,218
633	641	499	500	662	663
25	25	16	16	1	1
358	358	354	354	181	181
3	3				
3,589	3,639	4,722	4,799	2,838	2,853
118	118	142	142	57	57
71,271	71,475	60,735	60,977	46,797	46,934

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
November 2010

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	177	38	232	50	321	70	730	158
LOCAL HISTORY								
In person	3	1	10	3	1	0	14	4
Letters written	1	1	4	4	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1501	63	2235	93	1163	48	4899	204
Computer software used	238	20	171	14	144	12	553	46
VCR Use	0	0	2	0	0	0	2	0
Microforms	2	0	24	3		0	26	3
CD ROM/Online databases	219	18	464	39	142	12	825	69
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	2	1	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	32	32	9	6	0	0	41	27
Notarized documents	3	1	8	2	0	0	11	3
Meeting Room Use (no. of group)	45	15	115	38	31	10	191	64
Study room use	28	2	48	4	21	2	97	8
Proctoring	0	0	0	0	1	1	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	10	10	0	0	10	60
IN-HOUSE USE ITEMS	88		408		114		610	
WIRELESS USE via patron owned pcs	189		263		105		557	
SELF-CHECKOUT USE	1159		244		549		1952	
INTERLIBRARY LOANS								
Requests made for:	41	10	52	13	33	8	126	32
Items rec'd for:	97	49	46	23	63	32	206	103
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8735	8826	4955	22516
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	422	444	100	966
Number of New Patrons Added	45	58	40	
Number of Patron Cards Expired	0	2	0	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	6	36	16	96	7	42	29	174
Number attending	120		196		158		474	
YA Programs (14-17)	1	6	2	12	0	0	3	18
Number attending	6		14		1		21	
Adult Programs	4	24	3	18	0	0	7	42
Number attending	101		65		31		197	
Senior Citizen Programs	7	42	5	30	4	24	16	96
Number attending	70		62		24		156	
Total Number of Programs	18	108	26	156	11	66	55	330
Total Persons Attending	297		337		214		848	
Total Attending Same Month Last	201		352		251		804	
Total Staff Hours Spent		358		460		260	1078	1117
Total Number of In-House Program	11		23		8		42	
Total Attendance	142		255		95		492	
Total Number of Outreach Program	7		3		3		13	
Total Attendance	155		82		119		356	

CIRCULATION BY PATRON CODE

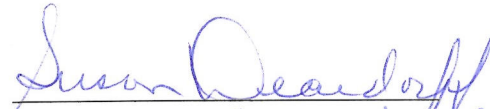
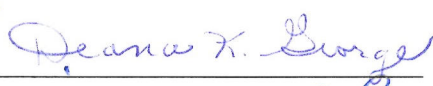
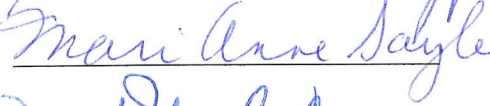
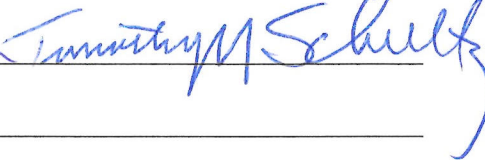
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6692	72.7%	6618	65.9%	4673	68.2%	17983	68.9%
Corporate	86	0.9%	89	0.9%	0	0.0%	175	0.7%
Juvenile 0-11	206	2.2%	423	4.2%	95	1.4%	724	2.8%
Juvenile-AV	1193	13.0%	1100	11.0%	1095	16.0%	3388	13.0%
Nonresident No Fee	54	0.6%	213	2.1%	90	1.3%	357	1.4%
Nonresident Fee	0	0.0%	3	0.0%	0	0.0%	3	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	268	2.9%	128	1.3%	112	1.6%	508	1.9%
Reciprocal Juvenile	1	0.0%	20	0.2%	0	0.0%	21	0.1%
Reciprocal Juvenile AV	0	0.0%	51	0.5%	2	0.0%	53	0.2%
Reciprocal YA	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	68	0.7%	0	0.0%	68	0.3%
Staff	455	4.9%	813	8.1%	535	7.8%	1803	6.9%
Walking books	52	0.6%	73	0.7%	0	0.0%	125	0.5%
YA 12-17	37	0.4%	74	0.7%	40	0.6%	151	2.8%
YA-AV	163	1.8%	361	3.6%	214	3.1%	738	2.8%
Total	9209		10043		6856		26108	
 All items borrowed by nonresidents	325	3.5%	492	4.9%	204	3.0%	1021	3.9%

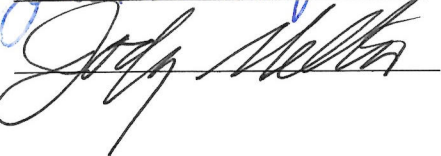
**Salary Ordinance 2010
Updated 12/20/10**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Evie Bristol	Children's Specialist 3	\$15.85	6/1/10	35	D

Evie Bristol was hired as Youth Services Specialist in August 2007. At the time that she was hired her job description required that she acquire her Indiana Librarian Certification within 3 years, completing 3 master level library science courses. In May of this year she completed her 3rd class and accomplished what was required. I recommend that we increase her hourly wage by 50 cents to compensate her for completing this required coursework and implement this increase retroactively to June 1, the beginning of the pay period immediately following completion of this 3rd course. This is in keeping with past history for this system.

We have examined and approved the changes to the 2010 Jasper County Public Library Salary Ordinance. Dated 12/20/10



LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave.

PLEASE

No eating (except in meeting rooms or coffee café)
No use of alcohol or illegal drugs on library property
No use of tobacco products in the library
No running, throwing, fighting
No loud or abusive language

No guns or ~~other~~ weapons on library property (~~except on the person of law enforcement officials~~) except as allowed under Indiana law.

No bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.

No sleeping or bathing in the library

No soliciting except in support of the library and sanctioned library activities. Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except assistive animals

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons we recommend that children age ten and under not be left unattended in the library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoy the facility.

8/94; last revised 2/06; last reviewed 4/09; revised 12/10

Summary of Ruthanne Mengel's Concerns
(as expressed in her letter to the Board on November 8, 2010)

- Expressed concern about the lack of attention given to the handicap offerings outside of the DeMotte Library
- Noted that there is only one designated spot in lower area and expressed concern that this spot is not to specification for chair lift
- Noted that there is a handicap parking spot on top of the hill (actually there are two because Ruthanne requested an additional spot last summer so while we were striping we added one)
- Noted that the west meeting room door is marked with a handicap sticker; that you cannot get to the door due to ivy growing on the sidewalk; that there is a cigarette container on the right side of the west room door inhibiting easy wheelchair access; and that the door is locked (except when meeting room is in use).
- Requested that we re-configure the parking spaces on the lower level as she feels they are too close together and should be made wider. She has requested that all spots directly in front of the library be handicap only and that the space closest to the door be striped for a special needs van (ensure dimensions wide enough).
- Requested that we consider terracing a ramp down the hill (near the front stairs)
- Requested that the ivy vines be removed from stairs as well (and sidewalk as mentioned above)
- Noted that one day she found no lights on in the lower parking area
- Noted that there seems to be a lack of ground care: no care for the groundcover on the hills on either side of the stairs; that the mulch that was purchased in the summer was distributed in an untidy manner; that people are making a path through the mulch as they move down to the lower level from the upper level

Recommendations for Addressing Ruthanne's Concerns

- Remove ivy vine from stairs and sidewalk (this has already been completed)
- Retain handicap parking spot in lower level nearest to the entrance and ensure that it is van accessible
- Retain handicap parking spots on hill but erect a sign near these spots that states "Wheelchair access available at main entrance, lower level" so that people in wheelchairs will not attempt to access library through locked and unattended meeting room doors.
- Remove the handicap sticker from the meeting room door because this is not a door that is handicap accessible 100% of the time. The door is only unlocked when the meeting room is in use and is not monitored by staff.
- Staff will continue to monitor outside lighting. If lights are inoperable necessary repairs will be made in as timely a manner as is possible. (At the time that Ruthanne noticed the lack of lights we were waiting on KV Electric to come out with their lift to install new bulbs. They had been called.)
- In the spring of 2011 we will restripe the parking spaces in the upper and lower level ensuring appropriate width for all and ensuring that the one in the lower level is van accessible. This work will be done at no cost to the library by Hensley Seal Coating. They have shared that the most effective way to redo parking lot spacing, is to have the current lines covered with black asphalt and resealed and to complete the work in the spring when sun can heat the sealer properly. Handicap symbols will be painted in blue.
- We do not recommend a terraced ramp as Andy Andree expressed to Brenda in 2009 that this isn't feasible.

JCPL FINANCIAL STATEMENT

November 30, 2010

	<u>Beginning 2010 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,190.73	\$138,615.13	\$1,737,146.64	\$221,762.00	\$1,450,067.33	\$334,111.42
Includes Investments of:						
Public Library Access Card Fund	\$30.00	\$0.00	\$80.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$7,026.05	\$530.69	\$11,415.09	\$1,733.34	\$12,547.66	\$8,158.62
DeMotte	\$1,410.73	\$32.24	\$3,447.61	\$398.19	\$3,964.44	\$1,927.56
Rensselaer	\$3,435.04	\$306.98	\$5,859.20	\$1,335.15	\$6,560.02	\$4,135.86
Wheatfield	\$2,180.28	\$191.47	\$2,108.28	\$0.00	\$2,023.20	\$2,095.20
Library Improvement Reserve Fund	\$217,059.63	\$0.00	\$33,434.70	\$83.35	\$1,404.09	\$185,029.02
Includes Investments of:						
Bond & Interest Redemption Fund	\$151,728.45	\$0.00	\$320,378.75	\$51,332.07	\$223,020.82	\$54,370.52
Includes Investments of \$0.00						
Rainy Day Fund	\$93,600.90	\$0.00	\$15,647.05	\$0.00	\$225,904.47	\$303,858.32
Includes Investments of \$0.00						
State Technology Fund G	\$10,111.97	\$168.58	\$10,111.97	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$776,883.86	\$2,057.34	\$11,144.77	\$40,444.20	\$181,204.76	\$946,943.85
Includes Investments of \$500,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$188.50	\$0.00	\$188.50	\$0.00
Levy Excess Fund	\$158,523.15	\$0.00	\$0.00	\$0.00	\$4,530.78	\$163,053.93
Sales Tax	\$18.35	\$0.00	\$18.16	\$2.86	\$19.92	\$20.11
Construction Fund	\$183,497.54	\$0.00	\$4,739.38	\$42.75	\$733.07	\$179,491.23
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,564.53	\$74,094.35	\$6,564.53	\$74,094.35	\$0.00
FICA Tax Collected	\$0.00	\$6,548.15	\$72,802.52	\$6,548.15	\$72,802.52	\$0.00
State Tax Collected	\$3,378.33	\$3,307.54	\$36,353.09	\$3,274.99	\$36,249.75	\$3,274.99
County Tax Collected	\$2,289.85	\$2,297.05	\$25,693.93	\$2,267.89	\$25,672.02	\$2,267.94
Deferred Comp.	\$0.00	\$2,520.00	\$27,720.00	\$2,520.00	\$27,720.00	\$0.00
#125 Pre-tax Plan	\$25.42	\$3,234.87	\$33,138.85	\$3,234.87	\$33,113.43	\$0.00
Employee Life Insur.	\$0.00	\$0.00	\$1,330.44	\$135.16	\$1,465.60	\$135.16
Employee P.E.R.F.	\$6,547.40	\$0.00	\$26,296.23	\$2,181.16	\$24,130.52	\$4,381.69
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$28,867.28	\$0.00	\$28,867.28	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,232,121.63	\$165,843.88	\$2,470,601.70	\$342,127.32	\$2,423,786.87	\$2,185,306.80

Bank Balances***Jasper County Public Library******Report as of: 11/30/2010***

<i>Bank</i>		
1	Alliance Bank	\$1,303,143.59
2	Demotte State Bank	\$17,432.96
3	Alliance Bank-LIRF Acct	\$185,029.02
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$179,491.23
7	Rensselaer Banking Ctr CD#400041737/400042127	\$500,000.00
8		
9		
10		
11		

Total all banks = \$2,185,306.80

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/2010 To 11/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$56,722.00	\$0.00	\$56,722.00	\$4,726.80	\$51,948.87	\$4,773.13	91.6
1.12 SALARY OF ASSISTANTS	\$975,100.00	\$0.00	\$975,100.00	\$78,869.73	\$875,744.35	\$99,355.65	89.8
1.13 WAGES OF JANITORS	\$66,202.00	\$0.00	\$66,202.00	\$5,235.04	\$57,089.25	\$9,112.75	86.2
1.21 EMPLOYER'S SHARE-FICA	\$83,999.00	\$612.48	\$84,611.48	\$6,548.15	\$72,802.52	\$11,808.96	86.0
1.22 UNEMPLOYMENT COMPENSATION	\$6,723.00	\$0.00	\$6,723.00	\$0.00	\$4,019.04	\$2,703.96	59.8
1.23 EMPLOYER'S CONTRIB. - PERF	\$69,506.00	\$0.00	\$69,506.00	\$0.00	\$68,863.32	\$642.68	99.1
1.24 EMPLOYER'S CONTRIB. - INS.	\$94,250.00	\$0.00	\$94,250.00	\$7,541.62	\$75,773.10	\$18,476.90	80.4
Subtotal	\$1,352,502.00	\$612.48	\$1,353,114.48	\$102,921.34	\$1,206,240.45	\$146,874.03	89.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$270.00	\$0.00	\$270.00	\$0.00	\$319.29	(\$49.29)	118.3
2.12 STATIONERY AND PRINTING	\$300.00	\$0.00	\$300.00	\$0.00	\$257.50	\$42.50	85.8
2.13 OTHER OFFICE SUPPLIES	\$11,000.00	\$0.00	\$11,000.00	\$328.95	\$5,077.39	\$5,922.61	46.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$1,239.73	\$5,308.04	\$691.96	88.5
2.23 OTHER OPERATING SUPPLIES	\$5,000.00	\$0.00	\$5,000.00	\$122.79	\$4,161.15	\$838.85	83.2
2.3 REPAIR & MAINTENANCE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$12.16	\$822.30	\$177.70	82.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$33.44	\$166.56	16.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$220.49	\$850.99	(\$300.99)	154.7
2.4 OTHER SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.41 LIBRARY SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	\$2,331.15	\$11,021.27	\$1,978.73	84.8
2.42 MARKETING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$54.00	\$46.00	54.0
Subtotal	\$37,420.00		\$37,420.00	\$4,255.27	\$27,905.37	\$9,514.63	74.6
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,388.00	\$3,612.00	27.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,417.00	\$0.00	\$6,417.00	\$0.00	\$3,396.33	\$3,020.67	52.9
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$136.45	\$4,124.42	\$75.58	98.2
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,935.38	\$3,064.62	38.7
3.23 MILEAGE	\$21,000.00	\$0.00	\$21,000.00	\$1,854.35	\$15,092.94	\$5,907.06	71.9
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$805.82	\$7,363.25	\$636.75	92.0
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$146.36	\$1,632.03	\$167.97	90.7
3.26 NETWORKING	\$7,800.00	\$0.00	\$7,800.00	\$716.42	\$716.42	\$7,083.58	9.2
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$696.64	\$403.36	63.3
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$156.11	\$900.80	(\$0.80)	100.1
3.41 OFFICIAL BONDS	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$26,000.00	\$2,527.00	\$28,527.00	\$0.00	\$23,364.00	\$5,163.00	81.9
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$1,425.39	\$16,133.92	\$33,866.08	32.3
3.52 ELECTRICITY	\$70,000.00	\$0.00	\$70,000.00	\$5,849.99	\$63,276.00	\$6,724.00	90.4
3.53 WATER	\$2,000.00	\$0.00	\$2,000.00	\$83.50	\$1,165.10	\$834.90	58.3
3.54 WASTE DISPOSAL SERVICES	\$4,750.00	\$0.00	\$4,750.00	\$364.78	\$4,086.53	\$663.47	86.0
3.61 BUILDING & STRUCTURES	\$52,057.00	\$67.10	\$52,124.10	\$5,150.38	\$56,943.03	(\$4,818.93)	109.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.62 EQUIPMENT REPAIRS	\$900.00	\$0.00	\$900.00	\$0.00	\$1,211.39	(\$311.39)	134.6
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$235.45	\$14.55	94.2
3.91 DUES	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$433.50	\$1,966.50	18.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$333.32	\$433.32	\$13.99	\$381.21	\$52.11	88.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$82,845.00	\$0.00	\$82,845.00	\$548.02	\$82,472.43	\$372.57	99.6
Subtotal	\$383,114.00	\$2,927.42	\$386,041.42	\$17,261.51	\$287,098.77	\$98,942.65	74.4
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$12,750.00	\$0.00	\$12,750.00	\$367.69	\$10,516.10	\$2,233.90	82.5
4.51 BOOKS	\$142,210.00	\$70.95	\$142,280.95	\$9,319.76	\$123,589.57	\$18,691.38	86.9
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$368.21	\$19,595.96	\$1,536.04	92.7
4.53 NONPRINTED MATERIALS	\$78,100.00	\$0.00	\$78,100.00	\$4,121.35	\$62,200.42	\$15,899.58	79.6
Subtotal	\$254,192.00	\$70.95	\$254,262.95	\$14,177.01	\$215,902.05	\$38,360.90	84.9
Grand Total	\$2,027,228.00	\$3,610.85	\$2,030,838.85	\$138,615.13	\$1,737,146.64	\$293,692.21	85.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 11/1/2010 To 11/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$230,000.00	\$0.00	\$230,000.00	\$0.00	\$230,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$89,749.00	\$0.00	\$89,749.00	\$0.00	\$89,748.75	\$0.25	100.0
Subtotal	\$320,379.00		\$320,379.00	\$0.00	\$320,378.75	\$0.25	100.0
Grand Total	\$320,379.00	\$0.00	\$320,379.00	\$0.00	\$320,378.75	\$0.25	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 11/1/2010 To 11/30/2010

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$20,000.00	\$24,730.50	\$44,730.50	\$0.00	\$33,434.70	\$11,295.80	74.7
Subtotal	\$30,000.00	\$24,730.50	\$54,730.50	\$0.00	\$33,434.70	\$21,295.80	61.1
Grand Total	\$30,000.00	\$24,730.50	\$54,730.50	\$0.00	\$33,434.70	\$21,295.80	61.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 11/1/2010 To 11/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,615.00	(\$1,615.00)	0.0
3.26 NETWORKING	\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$10,300.00	0.0
3.61 BUILDING & STRUCTURES	\$56,000.00	\$0.00	\$56,000.00	\$0.00	\$0.00	\$56,000.00	0.0
Subtotal	\$66,300.00		\$66,300.00	\$0.00	\$1,615.00	\$64,685.00	2.4
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	\$0.00	\$0.00	\$0.00	\$0.00	\$14,032.05	(\$14,032.05)	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$14,032.05	(\$14,032.05)	0.0
Grand Total	\$66,300.00	\$0.00	\$66,300.00	\$0.00	\$15,647.05	\$50,652.95	23.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 11/1/2010 To 11/30/2010

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$18,316.00	\$0.00	\$18,316.00	\$2,057.34	\$10,858.84	\$7,457.16	59.3
Subtotal	\$18,916.00		\$18,916.00	\$2,057.34	\$10,858.84	\$8,057.16	57.4
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$29,194.00	\$0.00	\$29,194.00	\$0.00	\$253.56	\$28,940.44	0.9
4.53 NONPRINTED MATERIALS	\$1,890.00	\$0.00	\$1,890.00	\$0.00	\$32.37	\$1,857.63	1.7
Subtotal	\$31,084.00		\$31,084.00	\$0.00	\$285.93	\$30,798.07	0.9
Grand Total	\$50,000.00	\$0.00	\$50,000.00	\$2,057.34	\$11,144.77	\$38,855.23	22.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
11/15/2010	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	\$612.48	Social Security HIRE Act Refund
10/19/2010	100 OPERATING FUND	3.42 OTHER INSURANCE	\$2,373.00	Refund on overpymt of premium, A/P #410
11/15/2010	100 OPERATING FUND	3.42 OTHER INSURANCE	\$154.00	Overpymt of Ins. Premium A/P #410
3/8/2010	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$67.10	Ins Refund-Truck Accident @ DeM. (A/P #221
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.05	Lost Bk Pd 1/19/10 Found-Refunded A/P #181
3/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Lost Bk Pd2/12/10 Found-Refunded A/P #188
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.64	Lost Bk Pd 3/12/10 Found-Ref A/P #296
4/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 2/22/10 Found-Refund A/P #349
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.00	Lost Mag Pd 3/29/10 Found-Refund A/P #418
5/10/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.95	Lost Bk Pd 1/19/10 Found-Refund A/P #443
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 2/2/10 Found-Refund A/P #608
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Lost Bk Pd 6/28/10 Found-Refund A/P #566
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.95	Lost Bk Pd 3/6/10 Found-Refund A/P #569
7/12/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	Lost Bk Pd 3/12/10 Found-Refund A/P #572
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Lost Bk Pd 5/12/10 Found-Refund A/P #709
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Lost Bk Pd 6/22/10 Found-Refund A/P #688
8/9/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Lost Bk Pd 7/6/10 Found-Refund A/P #662
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Lost Bk Pd 7/20/10 Found-refund A/P #756
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Lost Bk Pd 5/12/10 Found-refund A/P#757
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Lost Bk Pd 8/11/10 Found-refund A/P #768
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.99	Lost Bk Pd 1/20/10 Found-refund A/P #785
9/13/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$40.00	Lost item Pd 8/12/10 Found-refund A/P #795
10/11/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.00	Lost Bk Pd 8/2/10 Found-refund A/P #900
10/11/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Lost Bk Pd 7/30/10 Found-refund A/P #872
11/8/2010	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.99	Lost Bk Pd 10/22/10 Found-refund A/P #960
9/9/2010	100 OPERATING FUND	4.51 BOOKS	\$70.95	Lost ILL bk - Gustafson-pd \$.95 cash & bal chk. Reimbursed A/R #430
1/4/2010	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$24,730.50	Encumbered per Board Mtg Approval, 12/29/09.

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
Net Changes by Fund				
	<i>Fund Number</i>		<i>Net Change</i>	
	100		\$3,610.85	
	130		\$24,730.50	

Voucher List
Jasper County Public Library

Report Date: From 11/1/2010 To 11/30/2010

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29861	923	ACADEMIC SOFTWARE	11/8/2010	Kid's Science software DVD set	\$32.95
29862	924	ACE HARDWARE	11/8/2010	Toilet supply line-DeM. Restroom	\$6.99
29863	925	ALLIED WASTE SERVICES #71	11/8/2010	Trash Service-Nov 2010 @ Wh. Lib	\$59.65
29864	926	AMERICLEAN	11/8/2010	Stripped and Waxed DeMotte Library Entry, Hallway, and Bathrooms	\$366.70
29865	927	ANGELA BARTON	11/8/2010	Teen Halloween Party & Pizza Program	\$14.73
29866	928	ANTHEM BLUE CROSS BLUE	11/8/2010	Health Ins. Premium - 20 employees, November 2010	\$10,466.09
29867	929	ANTHEM LIFE	11/8/2010	Life Ins Premium, November 2010	\$99.54
29868	930	ARCADIA PUBLISHING	11/8/2010	Book	\$13.19
29869	931	AUDIO EDITIONS	11/8/2010	Audiobooks	\$59.88
29870	932	BAKER & TAYLOR	11/8/2010	Books, Gift Books, AV, Continuations	\$8,106.15
29871	933	BAKER & TAYLOR ENTERTAIN	11/8/2010	DVDs	\$995.03
29872	934	BETH REASONER	11/8/2010	Afterschool Program supplies, Mileage: Preschool visits, Marketing Mtg, Mail donation letters, Home Page committee mtg.	\$42.05
29873	935	BIERMA HARDWARE, INC.	11/8/2010	Door stop and 2 carpet flea	\$18.27
29932	936	BLUETARP FINANCIAL, INC	11/8/2010	Putty knife, Drywall knife, Pail, CLR cleaner, Sandsponge, Waterproof grease, Wire brush, Riverrock	\$22.55
29875	937	BORDERS	11/8/2010	DVDs	\$87.26
29876	938	CAPITAL ONE BANK (USA), NA	11/8/2010	AV shopping expenses, Engaging Older Youth Wksp expenses, Director's Mtg expenses, Toilet cleaner, Ink cartridge, DVDs, CDs, DVD Drive, Subscription to HR Laws, Subscription to American History	\$1,663.09
29877	939	CENTRAL INDIANA HARDWAR	11/8/2010	Pivot Set and Side Pivot for DeM Door Repairs	\$417.48
29878	940	CARDINAL OFFICE PRODUCT	11/8/2010	Mtnce Contract 7/21/10-10/21/10, DeMotte Workroom Copier DC 425 L	\$238.63
29879	941	CAROLYNN DeVRIES	11/8/2010	Mileage: Basic Literacy Mtg	\$11.00
29880	942	CRESTLINE SPECIALTIES CO,	11/8/2010	Imprinted Bic Pens	\$156.11
29881	943	CULLIGAN OF KOUTS	11/8/2010	Water Cooler Rental-Nov.-Wh. Lib.	\$9.95
29882	944	DAVIDSON TITLES INC.	11/8/2010	Books	\$144.18
29883	945	DEMCO	11/8/2010	Book Pockets, Label Protector Sheets, Schoolmate Headphone, DVDs	\$251.19
29884	946	DEX	11/8/2010	Yellow/White Page Library Listing-Qtly 1st pymt 2011	\$87.00
29885	947	DIANA KOOS	11/8/2010	Expenses for book discusion and morning movie	\$22.09
29886	948	DUCKWALL-ALCO STORES, IN	11/8/2010	Expenses for afterschool program	\$1.99
29887	949	ENA SERVICES LLC	11/8/2010	Charge for Internet Access	\$885.00
29888	950	FASE'S WATER TREATMENT	11/8/2010	6 bags of Redout - DeM. Lib.	\$72.00
29889	951	FLEX-PAC INC	11/8/2010	Foam Soap, Kleenex, Glass Cleaner, Garbage Liners, Toilet Cleaner, Stainless Steel Cleaner	\$490.32
29890	952	GALE	11/8/2010	Books	\$675.00
29891	953	H. W. WILSON COMPANY	11/8/2010	Continuations	\$225.00
29892	954	HIGHSMITH CO. INC.	11/8/2010	Cloth Book tape	\$5.81
29893	955	INSPIRATIONAL DISTRIBUTOR	11/8/2010	Book	\$24.60
29894	956	INTEGRITY SOFTWARE, INC	11/8/2010	Maintenance Renewal of SofTrack for Windows	\$818.51
29895	957	INTELLIGENT CLEANING SYS	11/8/2010	Kitchen Roll Towels, Multi-Fold Towels, Toilet Tissue	\$396.05
29896	958	JAMES R. LITTLE	11/8/2010	Wire wall mount, Wheat oak laminate shelving	\$12.16
29897	959	KENT ADHESIVE PRODUCTS	11/8/2010	Repair Tape (clear & white), Label Protectors (different sizes), Clear Polyester Wings (different sizes), Easy Hold Magazine Reinforcement, Soft Grip Knife, Replacement Blades, Acid Free Glue, Repair Syringes, Easy Jackets, Book Covers, Book Attaching Tape, Filmoplast Repair Tape, Blue Ruler, Book Guard Tape, Clear Polyester Corners, Paperback Book Protection	\$747.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29898	960	KATHY MARKWALDER	11/8/2010	Lost Book Brought Back	\$13.99
29899	961	KIM DELGER	11/8/2010	Kitchen & Bath Ideas Magazine - 5 issues	\$29.35
29900	962	KIRBY RISK CORPORATION	11/8/2010	Ballasts-10	\$213.50
29901	963	LAFAYETTE OFFICE SYSTEM	11/8/2010	3rd Qtr Copier mtnc usage-Rens. Lib Bizhub C360	\$448.42
29902	964	LINDA POORTENGA	11/8/2010	Mileage: Mgmt Mtg, Librarians Council	\$53.00
29903	965	LINDA THOMPSON	11/8/2010	Books/DVDs	\$154.68
29904	966	LIVE OAK MEDIA	11/8/2010	Audiobooks	\$133.60
29905	967	MARSHALL CAVENDISH CORP	11/8/2010	Books	\$671.92
29906	968	McDANIEL FIRE SYSTEMS, IN	11/8/2010	Replaced Fire Alarm Panel-Wh. Lib	\$2,628.00
29907	969	MIDWEST TAPE	11/8/2010	DVD's	\$511.92
29908	970	NANCY PHILLIPS	11/8/2010	Fish Tank supplies: Distilled water, filter system and cartridges	\$21.43
29909	971	NANETTE SPEACHT	11/8/2010	Books, Mileage: Circ Counterparts Mtg	\$68.07
29910	972	OFFICE DEPOT	11/8/2010	Labels, Calculator Spool, File Folders, Color Cartridges, Can Liners	\$193.48
29911	973	ORIENTAL TRADING CO., INC	11/8/2010	Programming Expenses	\$64.94
29912	974	PATTY STRINGFELLOW	11/8/2010	Mileage: ASK Committee Procedure Work, LLN Mtg, Work on Landscape Beds	\$59.50
29913	975	PEGGY WOODS	11/8/2010	Mileage: AV Shopping, Post Office, WalMart	\$7.90
29914	976	PRECISION CONTROL SYSTE	11/8/2010	Replaced belt on air handler unit; compressor # 1 tripped out, replaced crankcase heater on it; replaced compressor fan motor, blade & capacitor; oil leak on #2 compressor, repairs needed.	\$1,536.20
29915	977	PROQUEST LLC	11/8/2010	Replacement microfilms-KV Post 1/85-12/85	\$150.38
29916	978	RACHAEL CAVINDER	11/8/2010	Children's Counterparts Expenses, Mileage: SDD, IYI Wksp, Cops Night Out, Head Start Visits	\$61.98
29917	979	RACO INDUSTRIES	11/8/2010	Thermal Receipt Printer	\$320.70
29918	980	REBECCA AMALONG	11/8/2010	Mileage: AV Shipping	\$53.50
29919	981	RELIABLE EXTERMINATORS, I	11/8/2010	Pest Control- Rens. Library	\$152.00
29920	982	RELIANCE LABEL SOLUTIONS	11/8/2010	Barcode labels	\$620.46
29921	983	ROBIN STEELE	11/8/2010	DVD	\$15.00
29922	984	SCHOLASTIC LIBRARY PUBLI	11/8/2010	Books	\$180.00
29923	985	SHEILA MAXWELL	11/8/2010	Mileage:Systems Mtgs, NICCL mtg, Mgmt Mtg, Counterparts, Int Lib Expenses, NICCL Mtg Expenses, Ren. Geocache container, A/C Mtg Expenses, Int Lib airfare, Int Lib Hotel	\$1,579.67
29924	986	SHOWCASES	11/8/2010	2 Capacity DVD w/ Clips	\$230.04
29925	987	SUE TOBIAS	11/8/2010	Mileage: ILL, Deposits, SHRM Conference, Orientation in Wheatfield	\$65.45
29935	988	SVT, LLC	11/8/2010	Teen Program Supplies, Magazines, K-2 and Third Thursday Program, Volunteer People Count Expenses	\$53.36
29927	989	THE LIBRARY CORPORATION	11/8/2010	L.S. Softare License Suport 12/10-11/11	\$1,063.00
29928	990	VISION SERVICE PLAN- (IN)	11/8/2010	Vision Premium, 20 employees -Nov 2010	\$210.86
29929	991	WAL-MART COMMUNITY/GEM	11/8/2010	Wipes, CD's, DVDs, Fall Festival Expenses, Childrens Supplies, Magazines, Cleaner, Copy Paper, Afterschool Program, expenses, Tongs, Chloex Wipes, Soap, Air Freshner, Director's Mtg Expenses, Storytime Supplies, Volunteer People Count Supplies	\$1,291.84
29930	992	WASTE MANAGEMENT	11/8/2010	DeMotte Trash removal - November	\$50.00
29931	993	YVONNE DEL VECCHIO	11/8/2010	Mileage: Walking books, SDD, Comm. Conn & Program Notice	\$34.20
29933	994	BAKER & TAYLOR	11/8/2010	AV Materials - (transposition on Inv #AY-SWA2025137401)	\$9.00
0	995	ALLIANCE BANK	11/10/2010	EFT Direct Deposit Transaction Fees for October 2010 Payroll	\$36.80
0	996	GREAT-WEST RETIREMENT S	11/10/2010	Annuity w/held from 10 Nov 10 Payroll-7 participants. Online Confirmation #CJBQP72	\$1,260.00
0	997	INDIANA DEPARTMENT OF RE	11/10/2010	State & County Taxes w/held 10 Nov 10 Payroll, ref #28469, Verif Code #35	\$5,604.59

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	998	IRS USA TAXPAYMENT	11/10/2010	FICA & Federal Taxes w/held 10 November 10, Ref #00671772	\$9,593.62
0	999	JOSEPH ZELLON	11/10/2010	Courier Mileage-Oct 16-31, 2010 Confirm #5BFBUZD1	\$300.00
0	1000	NIPSCO	11/10/2010	Wheatfield Utilites 9/30/10-11/1/10 Online Confirmation #9NBKZQR	\$1,659.75
0	1001	TOWN OF DEMOTTE	11/10/2010	Sewer-Oct @ DeM. Confirm #1BDBLZQR	\$69.80
0	1002	TOWN OF WHEATFIELD SEW	11/10/2010	Sewer @ Wh. Lib-Nov-Confirm #OBWBRJIW	\$56.65
0	1003	PAYROLL	11/10/2010	PAYROLL	\$43,508.98
29934	1004	QWEST	11/8/2010	Long Distance calls, Oct 2010	\$21.07
0	1005	CHICAGO TRIBUNE	11/10/2010	Whitfld Lib subscription, 11/11/10-5/11/11	\$149.50
0	1006	PAYROLL	11/10/2010	PAYROLL	\$226.60
0	1007	IRS USA TAXPAYMENT	11/12/2010	FICA & Federal Taxes w/held 10 November 10, Ref #00481902	\$39.68
0	1008	CMS, INC.	11/17/2010	Correct A/P Voucher #659. Wrong Fund entered for PC Cop.	\$0.00
0	1009	PAYROLL	11/24/2010	PAYROLL	\$45,095.99
0	1010	CENTURYLINK	11/26/2010	Local phone, Wh. Lib, Nov 2010 (Conf #WBYB6ZN4)	\$28.38
0	1011	CITY OF RENSSLAER	11/19/2010	Rens. Utilities 10/8/10-11/08/10 (Confirm #1BTB8ZM4)	\$2,743.43
0	1012	GREAT-WEST RETIREMENT S	11/23/2010	Annuity w/held from 24 Nov 10 Payroll-7 participants. Online Confirmation #PBDBKZV5	\$1,260.00
0	1013	JOSEPH ZELLON	11/23/2010	Courier Mileage-Nov 1-15, 2010 Confirm #OBXBJZM4	\$330.00
0	1014	NIPSCO	11/23/2010	DeM. Utilities, 10/6/10-11/5/10 Confirm #DBYBUZM4	\$3,134.38
0	1015	IRS USA TAXPAYMENT	11/26/2010	FICA & Federal Taxes w/held 24 November 10, Ref #00758430	\$10,027.53
Total Amount of Claims					\$165,843.88

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 30, 2010

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$165,843.88

Date this 13th day of December, 2010.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown
November 30, 2010

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
ES & FEES:			\$2,898.28	\$31,802.89
DeMotte	\$883.71	\$10,553.19		
Rensselaer	\$1,216.82	\$12,486.40		
Wheatfield	\$797.75	\$8,763.30		
PHOTOCOPIES:			\$762.34	\$9,115.54
DeMotte	\$340.65	\$3,724.00		
Rensselaer	\$262.44	\$3,540.72		
Wheatfield	\$159.25	\$1,850.82		
INTEREST:			\$386.28	\$7,359.08
Checking/Repurchase/Savings/CD's	\$386.28	\$7,359.08		
TAXES:			\$216,808.34	\$1,395,967.99
Property Tax	\$104,490.17	\$581,784.47		
LOIT	\$11,453.67	\$125,990.37		
License Excise Tax	\$44,988.09	\$44,988.09		
Financial Institution Tax	\$0.00	\$817.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,115.20		
Local Option/Certified Shares	\$48,552.58	\$534,078.38		
Local Option/Property Tax Repl.	\$7,323.83	\$103,193.98		
TAXABLE SALES:-			\$9.69	\$110.41
REFUNDS:			\$897.07	\$5,711.42
Rebates/Refund	\$612.48	\$2,985.48		
Insurance Claims/Reimbursements	\$154.00	\$1,209.35		
Meeting Room Rental	\$100.00	\$550.00		
Reimbursement	\$30.59	\$30.59		
Fixed Asset Sales	\$0.00	\$500.00		
Miscellaneous Receipts	\$0.00	\$436.00		
TOTAL OPERATING FUND RECEIPTS.....			\$221,762.00	\$1,450,067.33
PLAC FUND:-			\$0.00	\$50.00
GIFT FUNDS:			\$1,733.34	\$12,547.66
DeMotte	\$398.19	\$3,964.44		
Rensselaer	\$1,335.15	\$6,560.02		
Wheatfield	\$0.00	\$2,023.20		
LIB. IMPROV. RESERVE FUND:			\$83.35	\$1,404.09
Interest Earned	\$83.35	\$1,404.09		
Transfer from Operating	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$51,332.07	\$223,020.82
Property Tax	\$37,450.03	\$207,325.87		
License Excise Tax	\$13,882.04	\$13,882.04		
Financial Institution Tax	\$0.00	\$234.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,578.41		
RAINY DAY FUND:			\$0.00	\$225,904.47
Special CAGIT Distribution	\$0.00	\$225,904.47		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$40,444.20	\$181,204.76
Interest Earned	\$202.39	\$6,367.78		
Property Tax	\$29,358.98	\$162,533.26		
License Excise Tax	\$10,882.83	\$10,882.83		
Financial Institution Tax	\$0.00	\$183.50		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,237.39		
ST/HOSPITALITY FUND:-			\$0.00	\$188.50
LEVY EXCESS FUND:-			\$0.00	\$4,530.78
SALES TAX:-			\$2.86	\$19.92
CONSTRUCTION FUND: (Interest Earned)-			\$42.75	\$733.07
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)-			\$315,400.57	\$2,099,671.40

*****HOLDING ACCOUNT FUNDS:

			\$26,726.75	\$324,115.47
FIT Tax Collected	\$6,564.53	\$74,094.35		
FICA Collected	\$6,548.15	\$72,802.52		
State Tax Collected	\$3,274.99	\$36,249.75		
County Tax Collected	\$2,267.89	\$25,672.02		
Deferred Comp Plan	\$2,520.00	\$27,720.00		
Pre-tax Insurance Plans	\$3,234.87	\$33,113.43		
Life Insurance	\$135.16	\$1,465.60		
PERF	\$2,181.16	\$24,130.52		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$28,867.28		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$342,127.32	\$2,423,786.87

Voucher List**Jasper County Public Library****Report Date: From 12/1/2010 To 12/13/2010**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1016	GREAT-WEST RETIREMENT S	12/10/2010	Annuity w/held from 10 Dec 10 Payroll-7 participants. Online Confirmation #UB4BKZK8	\$1,260.00
0	1018	IRS USA TAXPAYMENT	12/13/2010	FICA & Federal Taxes w/held 13 November 10, Ref #00696438	\$9,513.89
0	1019	JOSEPH ZELLON	12/10/2010	Courier Mileage-Nov 16-30, 2010 Confirm #GBKB2ZAI	\$300.00
0	1020	NIPSCO	12/10/2010	Wheatfield Utilities 11/1/10-12/1/10 Online Confirmation #MBRBKZZ8	\$1,758.04
0	1021	TOWN OF DEMOTTE	12/10/2010	Sewer-Nov @ DeM. Confirm #6BEBYZZ8	\$69.80
0	1022	TOWN OF WHEATFIELD SEW	12/10/2010	Sewer @ Wh. Lib-Nov-Confirm #HB3B1ZHI	\$56.65
0	1023	PAYROLL	12/10/2010	PAYROLL	\$45,414.55
29936	1024	AFLAC	12/13/2010	Supplemental Insurance-Dec 2010	\$209.48
29937	1025	AFFORDABLE ALTERNATIVES	12/13/2010	Classification Labels	\$93.05
0	1026	ALLIANCE BANK	12/13/2010	EFT Direct Deposit Transaction Fees for November 2010 Payroll	\$36.80
29938	1027	ALLSOURCE TELECOM, LLC	12/13/2010	Reprogram Voicemail and routing boxes @ Rens. Lib	\$110.00
29939	1028	ANGELA BARTON	12/13/2010	Mileage: B2B Meeting	\$22.00
29940	1029	ANTHEM BLUE CROSS BLUE	12/13/2010	Health/Dental Premium-Dec 2010, 20 employees	\$9,529.69
29941	1030	ANTHEM LIFE	12/13/2010	Life Ins. Premium, Dec. 2010	\$99.54
29942	1031	ASHLEY HOFFMAN	12/13/2010	Lawn Mowing/Leaf cleanup/ivy trimming	\$275.00
29943	1032	BAKER & TAYLOR	12/13/2010	Books - Continuations, AY, Gift Fund, AV	\$6,122.35
29944	1033	BAKER & TAYLOR ENTERTAIN	12/13/2010	DVDs	\$231.65
29945	1034	BECKY KARGE	12/13/2010	Found Lost Pd book	\$21.26
29946	1035	BLUETARP FINANCIAL, INC	12/13/2010	Yellow Duct Tape	\$8.39
29947	1036	BOYCE FORMS/SYSTEMS	12/13/2010	Employee Service Records	\$59.23
29948	1037	BRENDA THOMPSON	12/13/2010	Mileage: Counterparts, B2B, Evaluation, etc. (11-29-12/6)	\$85.10
29949	1038	BRIAN ORBAN	12/13/2010	Sprinkler System fall maintenance & replace 2 sprinkler heads	\$340.00
29950	1039	CAPITAL ONE BANK (USA), NA	12/13/2010	DVD, Craft Supplies, Meeting Expenses	\$199.21
29951	1040	CHRIS MAHNESMITH	12/13/2010	Found Lost Pd Bk	\$14.99
29952	1041	CPP FILTER CORPORATION	12/13/2010	Air Handler Filters (Rens & DeM)	\$511.40
29953	1042	CULLIGAN OF KOUTS	12/13/2010	Water Cooler Rental & Water (Dec)	\$61.20
29954	1043	DANIEL CRIM	12/13/2010	Found Lost Pd Book	\$5.99
0	1044	DELUXE BUSINESS CHECKS	12/13/2010	EFT- 400 Deposit Slips-Rens	\$58.01
29955	1045	DEMCO	12/13/2010	Literature displays, headphones, classif labels, art kraft rolls, book supports, poster boards, rubber stamp dater	\$340.24
29956	1046	DESIGN-AIRE CONSULTANTS,	12/13/2010	Final PFEF Energy & Cost Savings Report	\$250.00
29957	1047	DIANA KOOY	12/13/2010	Chair Mat-DeM Circ, Employee Anniv. Gift Certificate; Mileage (8-2-11/11): Water Sample, Mgmt Mtg, Counterparts, B2B Mtg, Genealogy Wkshp	\$159.50
29958	1048	DONNA BARKO	12/13/2010	Mileage: Post Office, Programs- Earth Day & Cops Nite Out; ILF Conf Lunch	\$10.26
29959	1049	DUCKWALL-ALCO STORES, IN	12/13/2010	After School Prog & Ghost Stories Supplies-DeM. Lib	\$15.73
29960	1050	ENA SERVICES LLC	12/13/2010	Internet Connection-Nov	\$885.00
29961	1051	ENGAGED PATRONS.ORG	12/13/2010	Events Page Hosting Service	\$229.00
29962	1052	EVELYN BRISTOL	12/13/2010	Santa Services-DeM; Mileage (9/2-11/11): SDD, B2B, & Mgmt. Mtgs, Comm. Serv Outreach Prog	\$102.00
29963	1053	FASE-KALUF TV & APPLIANCE	12/13/2010	Cordless Telephone battery-Sys. Adm.	\$19.99
29964	1054	FASE'S WATER TREATMENT	12/13/2010	6-Redout-DeM Water Softener	\$72.00
29965	1055	GAIL EVANS	12/13/2010	Trash Bags, Parking (Bookkeeping Wkshp); Mileage (10/8-11/2): Post Office, Bank Deposits, Deliver Bd Packets, Kirby-Risk, courthouse, supplies, AVC Mtg, Bookkeeping Mtg. & Expenses	\$269.24

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29966	1056	GAYLORD BROS.	12/13/2010	Archival Supplies-DeM. Lib.	\$185.78
29967	1057	HANDWRITING WITHOUT TEA	12/13/2010	Books	\$28.40
29968	1058	HERITAGE OFFICE PRODUCT	12/13/2010	Copier Contracts @ Wh - KM1650 & 2550	\$799.18
29969	1059	HIGHSMITH CO. INC.	12/13/2010	Bookmarks, Literature Display	\$105.88
29970	1060	INDIANA CHAMBER	12/13/2010	Employment Law Handbook-Business Off	\$136.95
29971	1061	INDIANA HISTORICAL SOC.	12/13/2010	Book-Diana of the Dune	\$20.99
29972	1062	INDIANA NEWSPAPERS, INC	12/13/2010	Indianapolis Star Subsc, 1/4/2011-1/3/2012 - Rens. Lib.	\$234.80
29973	1063	INSPIRATIONAL DISTRIBUTOR	12/13/2010	Book	\$10.72
29974	1064	INTERNATIONAL CODE COUN	12/13/2010	Shipping Charges	\$16.00
29975	1065	JAMES SABOL	12/13/2010	Found Lost Pd book	\$29.95
29976	1066	JANICE MALLORY	12/13/2010	Found Lost Pd Bk	\$39.95
1047	1067	JASPER COUNTY PUBLIC LIB	12/13/2010	Bank Transfer from DeM. State Bank to Alliance Bank	\$17,250.00
29977	1068	JEFF GASTINEAU	12/13/2010	Santa impersonator- Rens. Ch. Prog (12/22)	\$30.00
29978	1069	K.V.ELECTRIC CORP.	12/13/2010	Replace Parking Lot bulbs & Ballast-DeM. Lib.	\$440.88
29979	1070	LANDMARK AUDIOBOOKS	12/13/2010	Audiobooks	\$815.40
29980	1071	LEARNING ZONEXPRESS	12/13/2010	DVD set	\$162.90
29981	1072	LIBRARY VIDEO COMPANY	12/13/2010	DVDs	\$56.80
29982	1073	LINCOLN TOWNSHIP TRUSTE	12/13/2010	Roselawn, Thayer & Shelby: The First 100 Years (1882-1992) Family Histories	\$50.00
29983	1074	LINDA POORTENGA	12/13/2010	Pendants, Artbeads; Mileage (11/9-12/1): B2B, ILF Conf, Counterparts Mtgs.	\$207.23
29984	1075	LINDA THOMPSON	12/13/2010	Christian Books; Wrist Rests	\$89.35
29985	1076	LITTLE PIM	12/13/2010	Spanish Non-Print materials	\$87.77
29986	1077	MAIA HAWTHORNE	12/13/2010	Lost Pd Book Found	\$20.99
29987	1078	MARLENE BEEDLE	12/13/2010	Mileage-Literacy Mtg	\$22.00
29988	1079	MIDWEST TAPE	12/13/2010	DVDs	\$164.92
29989	1080	MOTION PICTURE LICENSING	12/13/2010	Movie Licensing Contract (20th Century Fox) Jan-Dec 2011	\$95.00
29990	1081	OFFICE DEPOT	12/13/2010	Labels, Clasp Envelopes, pens, correction tape, chairmats, laser cartridges, calendar	\$496.43
29991	1082	ORIENTAL TRADING CO., INC	12/13/2010	Children's Paint Brushes	\$38.96
29992	1083	PATTY STRINGFELLOW	12/13/2010	Mileage(11/5-12/3): Director's & Board Mtgs, ILF Conf; Bookkeeping Mtg expense, parking	\$226.51
29993	1084	POPULAR SUBSCRIPTION SE	12/13/2010	Magazine Subsc: Hobby Farm Home, Shop Smart, Credit-Hairstyles Only	\$12.60
29994	1085	POSTMASTER	12/13/2010	Stamps: 100-\$.28; 100-\$.98; 100-\$1.00	\$226.00
29995	1086	PRECISION CONTROL SYSTE	12/13/2010	4th Qtr HVAC Mtnc-D & R; DeM-Replaced transformer fuses, starter on hot water pump, and coil at contactor for frequency drive & labor	\$3,305.59
29996	1087	PROQUEST LLC	12/13/2010	KV Post-2006 replacement microfilm	\$103.00
29997	1088	QUILL CORPORATION	12/13/2010	Calendars, contact paper, strapping & removable tape, typewriter ribbon, fax cartridges, legal pads, prong binders, manila folders, index tabs, stamp pad inker	\$498.93
29998	1089	RACHAEL CAVINDER	12/13/2010	Mileage (11/11-11/23): Mgmt Mtg, Bank Deposit, Supply shop trip	\$50.00
29999	1090	RAYANN GILMORE	12/13/2010	Mileage: ILF Conference, expenses, & parking	\$137.77
30000	1091	RECORDED BOOKS, LLC	12/13/2010	Audiobooks	\$345.79
30001	1092	ROTARY CLUB of RENSSELA	12/13/2010	Sep/Oct Dues	\$24.00
30002	1093	ROEING CORPORATION	12/13/2010	Contract 49897 - 1 of 4 installments	\$7,500.00
30003	1094	SAFE SIDE	12/13/2010	Home Safety DVD set	\$25.98
30004	1095	SALEM PRESS, INC.	12/13/2010	Magill's Medical Guide, 6th ed.	\$421.00
30005	1096	GREGORY D. McKNIGHT	12/13/2010	Carpet Cleaning-Whitfld Mtg rooms, video areas	\$240.45
30006	1097	SVT, LLC	12/13/2010	Mgmt mtg Expenses; Santa & Third Thursday Prog Supplies, Tuesday Night Movie Supplies	\$49.73
30007	1098	SUE TOBIAS	12/13/2010	Mileage (11/3-12/3): Bank Deposits, Post Office, Nov Bd. Mtg	\$9.10
30008	1099	TEACHING COMPANY	12/13/2010	Great Courses DVD set (Science & Religion)	\$59.95

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
30009	1100	THE LIBRARY CORPORATION	12/13/2010	Lib Solutions Software License Support, Jan 2011-Dec 2011	\$615.00
30010	1101	THE LOCK DOCTOR	12/13/2010	Replace both restroom door handles/locks - Rens. Lib	\$650.00
30011	1102	TODD W. LUKE	12/13/2010	Handicap Sign repairs (Galvanized pipe & coupling); Kilz paint & brush @ Rens. Lib.	\$62.56
30012	1103	TRU-GREEN LIMITED PARTNE	12/13/2010	Ice Melt - 11 bags	\$121.00
30013	1104	UNIQUE MANAGEMENT SERVI	12/13/2010	Collections-Oct/Nov Initial/Secondary Placements	\$326.62
30014	1105	VISION SERVICE PLAN- (IN)	12/13/2010	Vision Premium, 20 employees Dec 2010	\$210.86
30015	1106	WAL-MART COMMUNITY/GEM	12/13/2010	DVDs, Music CDs, Lt bulbs, Rens Ch.& Teen Prog Supplies, Batteries	\$1,514.06
30016	1107	WASTE MANAGEMENT	12/13/2010	DeM. Trash Removal - Dec	\$50.00
30017	1108	ACE HARDWARE	12/13/2010	Batteries, 9v	\$23.97
30018	1109	RELIABLE EXTERMINATORS,	11/23/2010	Interior Pest Control (Spiders) @ DeM.	\$100.00

Total Amount of Claims \$117,367.93

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, December 09, 2010

Fiscal Officer

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30018	1109	RELIABLE EXTERMINATORS,	12/13/2010	Interior Pest Control (Spiders) @ DeM.	\$100.00
0	1110	ALLIED WASTE SERVICES #7	12/13/2010	Trash Service-Dec 2010 @ Wh. Lib	\$59.94
30020	1111	NIPSCO	12/13/2010	DeM Utilities, 11/5-12/6/10	\$3,198.60
30021	1112	QWEST	12/13/2010	Long Distance Charges, 11/1-11/30/10	\$28.25
Total Amount of Claims					\$120,654.72

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Thursday, December 09, 2010

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SIGNATURES OF GOVERNING BOARD

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**PRESSBOARD
REPORT COVERS**

RE-ORDER NUMBERS

BLACK	7-40401
DK. BLUE	7-40402
RED	7-40404
LT. BLUE	7-40409

QUILL CORPORATION
100 SCHELTER ROAD, LINCOLNSHIRE, IL 60069-3621
1-800-789-1331

